



## Position Information Document

**Name:**

**Position Title:**

**Co-Educator**

**Classification/Grade:**

**Curriculum Stream Grade 3**

**Hours per Week:**

**30 Hours**

**Weeks per Year:**

**40 Weeks**

**Line Manager:**

**Inclusive Education Coordinator (Primary Years)**

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Inclusive Education ESO reports to the relevant Inclusive Education Coordinator and is responsible for providing classroom support, assist the Inclusive Education Coordinator to review professional assessments, prepare Individual Educational Plans and Negotiated Education plans for students with identified learning needs.

### KEY WORKING RELATIONSHIPS

**Internal Relationships:** Deputy Principal, Head of Primary Years, College Leadership Team, ICT Team, Administration Team, Teaching and Non-Teaching staff, and students at the College.

**External Relationships:** Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia (EREA).

### KEY ACCOUNTABILITIES:

- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment under the supervision of a teacher, of the learning needs of students
- Work at the direction of the Inclusive Education Coordinator and the Year Level educator with students, either individually or in small groups
- Work at the direction of the Inclusive Education Coordinator and the Year Level educator with students on intensive intervention programs, either individually or in small groups
- Meet regularly with the Year Level educators to discuss intended programs, support required and student needs
- Carry out a wide variety of tasks associated with classroom learning experiences such as assisting Year Level educators in preparing, implementing, and supervising learning programs
- Demonstrate practical activities within a variety of routines, methods, and experiences under supervision of Year Level educators
- Undertake specialist instruction to students in specific areas such as music, languages, and sport
- Work with students on computer aided instruction, and scribe for nominated students
- Support Year Level educators in the maintenance of a positive learning environment.
- Provide written and verbal reports on student progress, behaviour and attitude as requested
- Typing, filing and preparation of materials and records at the direction of the Inclusive Education Coordinator

- Assist the Inclusive Education Coordinator with the reading of specialist reports and the writing of PPLs for students
- Participate in the evaluation of programs and student involvement
- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher
- Provide yard duty support to Year Level educators
- In consultation with teachers and other staff, select reference materials and other educational tools to support the learning outcomes for students with identified learning needs

### PERSON SPECIFICATIONS

- Training and experience in the area of individual or small group work with students (age 5-18) with special learning needs
- Good oral and written communication skills
- Excellent knowledge of a range of learning disabilities
- Ongoing participation in professional development activities which lead to improved student outcomes and strengthen the professionalism of the ESO

### WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

### GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety

### Other

- Attend school staff meetings as required
- Attend school excursions and camps when required
- Perform any other reasonable duties as required from time to time by the Principal

### ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

\_\_\_\_\_  
Signed (Principal or Delegate)

\_\_\_\_\_  
Signed (Employee)

Date:        /        /

Date:        /        /