



Position Description

POSITION OVERVIEW			
POSITION TITLE	<i>Education Support Officer (Early Learning – Reception Classroom)</i>		
TIME ALLOWANCE	60 hours/fortnight – 5 days/week (approx. 0.8FTE) - Term Time Only		
COMMENCEMENT DATE	January 2025	TENURE	Ongoing
REPORTS TO	Director of Diverse Learning		

GENERAL EXPECTATIONS

Blakes Crossing Christian College General Staff are employed under the terms and conditions specified in the Christian Community Ministry Enterprise Agreement 2024 as amended from time to time.
 ESOs will demonstrate a willingness to actively support the Christian aims of the College, demonstrate a strong commitment to the ethos of Christian education and be familiar with college policy, rules and expectations.

POSITION SUMMARY

The Education Support Officer (Early Learning) is accountable to the Director of Diverse Learning.
 The Education Support Officer role includes:

- Engaging students who need regular support
- Developing a professional relationship with BCCC teaching staff
- Supporting students to understand and complete tasks
- Providing support to teaching staff by preparing and packing up classroom equipment
- Creating resources and other administrative tasks

REPORTING/WORKING RELATIONSHIPS	<ul style="list-style-type: none"> • Director of Diverse Learning • Diverse Learning Team • Relevant Teaching staff • The Leadership team
LINE MANAGEMENT RESPONSIBILITIES	<ul style="list-style-type: none"> • NIL

DUTIES & RESPONSIBILITIES

Education Support Officers perform the following tasks:

- Build rapport with teacher and students
- Work effectively with students, teachers and other colleagues
- Assist implementation of educational programs
- Support the development of literacy, oral language and numeracy skills
- Contribute to individual and small group learning areas
- Prepare equipment and materials specific to the student and classroom needs in accordance with class teacher directions
- Contribute to organisation and management of classroom
- Support student behaviour; deferring to class teacher/school policy and practices
- Support students with additional needs
- Contribute to the health, well-being and safety of BCCC students
- Attend promptly to all requirements and any other duties as delegated
- Assist with the documentation of student learning experiences
- Respect and understand the need for confidentiality
- On request, document interactions and/or observations with students, parents, and teachers.

Other Duties:

- Be vigilant in monitoring all avenues of college communication – email, newsletter, staff meeting, morning prayer (where applicable)
- Be punctual to classes
- Attend College events and meetings as required
- Assist with planning, set up and clean-up of college events
- Undertake any other tasks as directed by the Leadership team, through the Head of Diverse Learning.

SKILLS & ABILITIES

- Excellent interpersonal and communication skills to successfully engage a range of stakeholders including students, staff and parents
- The ability to work as a member of a team
- Ability to establish and maintain effective relationships with students
- High level of problem-solving skills that support working in a dynamic and developing environment
- Ability to handle potentially sensitive issues and maintain confidentiality
- Current driver's license
- You much hold the following:
 - A current Working with Children Clearance
 - Provide First Aid (or be willingness to be trained)
 - Mandatory Notification (RRHAN-EC) certificate, for which the training was done less than three years ago (or willingness to obtain)

PERSONAL ATTRIBUTES

- An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with Statement of Faith of CCM
- A mature faith and active involvement in a local church
- A proven lifestyle as detailed in the CCM enterprise agreement, Code of Conduct and that is founded on Biblical Christian principles
- A life that demonstrates the indwelling of the Holy Spirit
- A Christian with a strong commitment to Christian education and a determination to serve God in a Christian school community
- Trustworthy and reliable.
- Shows initiative

EXPERIENCE & KNOWLEDGE

- Experience in classroom support
- Some knowledge of Christian Education
- Knowledge of WHS requirements

DESIRABLE CHARACTERISTICS

Qualifications

- Cert III or IV in Educational Support

Skills and Abilities

- Outstanding organisation and interpersonal skills
- Competent use of the Microsoft Office Computer Package

Personal Attributes

- Involvement in your local church

Experience

- Previous experience in a similar role in a Christian school

SPECIAL CONDITIONS

- Some out of hours work may be required

WORK HEALTH & SAFETY RESPONSIBILITIES:

- Ensuring, as far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- Knowledge of and compliance with the College's WHS policies and procedures
- Compliance with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participation in relevant training and induction sessions as required by the College
- Reporting all incidents and/or potential hazards to the Safety Advisor and property maintenance staff as soon as possible

I have read and understand the requirements of this position and accept its responsibilities. I will carry out these responsibilities to the best of my ability and understand I must meet required performance standards. I also understand the position description for my role through necessity, will be updated from time to time.

Authorised by (Principal): _____ Signature: _____ Date: _____

Accepted by (Employee): _____ Signature: _____ Date: _____