



**KILDARE
COLLEGE**

ENRICHMENT SUPPORT OFFICER (Curriculum Support)

Position Information Document

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

“Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels”.

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page)
2. A completed Kildare College Employment Application and Declaration Form.

Timeline for Applications

- Applications close 9.00am, Monday, 29 April 2024.

Qualifications and Training

The successful applicant is required to:

- Gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training prior to commencement,
- Undertake First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).
- Undertake Disability Standards for Education certification.

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the Principal's Assistant on 08 83699999 or via email secretary@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

Name:	Successful Applicant
Position Title:	Enrichment Support Officer (Curriculum Support)
Stream:	Curriculum
Grade:	2
Employment Category:	Casual
Commencement Date:	13 May 2024
Concluding Date:	21 June 2024
Hours worked per week:	30 hours per week
Weeks worked per year:	6 week contract

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls' College in the Brigidine tradition, educating girls from Years 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 730 students.

REPORTING RELATIONSHIP

- Reports directly to the Learning Enrichment Coordinator
- Member of the Learning Enrichment Team

KEY WORKING RELATIONSHIPS

- Principal
- Learning Enrichment Coordinator
- Learning Team
- College Community

DESCRIPTION OF POSITION

General Criteria

Education Support Officer Grade 2

Refer to: CESA Enterprise Agreement 2020 (or as amended)

BROAD PURPOSE

The Enrichment Support Officer under the supervision of the Learning Enrichment Coordinator, supports teachers in their management of students with specific learning needs.

KEY RESPONSIBILITIES & DUTIES

Receiving general supervision and instruction, the Enrichment Support Officer will support teaching staff with student learning activities. Duties include, but are not limited to:

Assist student learning, either individually or in groups, under the direct supervision of a teacher (or delegate) using prepared and structured programs:

- Assist students with a range of software applications to support the individual needs of students.
- Support the learning of students with specific learning needs in a group or individually.
- Shadow students with special needs during recess and lunch to ensure their safety and wellbeing.
- Create and source resources, prepare classroom materials, class displays and aids for learning programs.
- Plan and assist teachers in delivering a diverse curriculum program for Years 7-12.
- Liaise with and assist teaching staff in the assessment of student progress, and in program evaluation.
- Regularly attend and participate in team meetings including the NCCD moderation.

Assist teachers with the care of students on excursions, sports days and other classroom activities:

- Assist teachers with the care of students by attending special events, ie class excursions, incursions, assemblies.
- Assist students in small group cooking activities, gardening projects, behaviour and social skills small group discussion linked to curriculum outcomes.
- General administration and associated duties including classroom photocopying, facilitation of classroom booklets, set up and tidy up of activities as per teacher directive.
- Assist in the Resource Centre when required.
- Attend ESO meetings when required.
- Undertake associated responsibilities in response to the needs of the College and the above Key Responsibilities and Duties may be varied as determined by the Principal.

PERSON SPECIFICATIONS & SKILL REQUIREMENTS

- Uphold and contribute to the policies and Core Values of Kildare Education Ministries.
- Demonstrate kindness and support while working within appropriate boundaries.
- Be a person with integrity and role-model best practice as an Enrichment Support Officer.
- Demonstrate resilience, responsible risk-taking and tenacity.
- Possess excellent time management and organisational skills, with the ability to effectively prioritise tasks and work independently.

- Demonstrate effective interpersonal and teamwork skills and be able to successfully support and work collaboratively and flexibly with others.
- Demonstrate proficiency in using Microsoft Office programs and data entry.
- Plan effectively, meet deadlines and multitask.
- Communicate effectively and appropriately with the College community.
- Maintain confidential information in relation to students, staff, and families.
- Have a strong work ethic and supportive nature.
- Develop effective working relationships with a range of people.
- Reflect on and review personal performance and adjust appropriately.

SPECIFIC REQUIREMENTS

Qualifications and training:

- Screening clearance and current valid Working with Children Check (WWCC) to work in Catholic Education SA.
- Current valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Current and accepted HLTAID012 - Provide First Aid in an education and care setting.
- A Certificate III in Education Support and/or relevant demonstrated knowledge and experience in a comparable role.
- Undertake Disability Standards for Education certification.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.
- Undertake professional development and applicable training.

WORK HEALTH AND SAFETY

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.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The Enrichment Support Officer is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- All employees are required to proactively participate in the College’s Performance Appraisal Program including periodic review.
- 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 _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____