

## POSITION DESCRIPTION

<b>POSITION</b>	Education Support Worker Coordinator
<b>PROGRAM</b>	Prace College (Independent School)
<b>EMPLOYER</b>	Prace
<b>RESPONSIBLE TO</b>	Principal
<b>LOCATION</b>	Merrilands Community Centre & Prace College Mernda Campus
<b>CLASSIFICATION:</b>	Educational Services (Schools) General Staff Ward 2020, Level 5.
<b>QUALIFICATION &amp; RELEVANT EXPERIENCE:</b>	Certificate III in Education Support or similar, and experience in an education support role preferably with students aged 15-18 Minimum 3 years in an education support role Experience leading a team.
<b>CONDITIONS:</b>	Hourly Rate—\$36.88 to \$39.05 (depending on level of leadership experience i.e. 6.1 or 6.2). See Contract of Employment for rate. Ongoing – Monday to Friday Hours per week – 32.5 hours Salary Packaging available Satisfactory National Police Records Check ( <i>essential</i> ) Working with Children’s check ( <i>essential</i> ) Certificate in First aid ( <i>desirable</i> ) 6-month probation All other conditions as per the

## ORGANISATIONAL VISION

Changing lives through education.

## ORGANISATIONAL MISSION

Through the provision of accessible education opportunities that engender self-reliance and hope, we shape the community of tomorrow and break the cycle of poverty and disadvantage to enable people to improve their quality of life.

## ORGANISATIONAL CONTEXT

Prace has, for over 30 years, provided innovative and high-quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments for pre-accredited and accredited as well as a range of community development and management activities.

Prace is :

- A Learn Local provider - delivering adult education and training programs through ACFE
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- An Independent Specialist School: Prace College

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace-managed sites (Merrilands, Reservoir and the Mernda Campus), as well as in a range of other community venues within the Northern growth corridor.

Prace College was registered with the VRQA as an independent school in 2016, but remains a part of Prace, and operates under the governance of the Prace Board of Management.

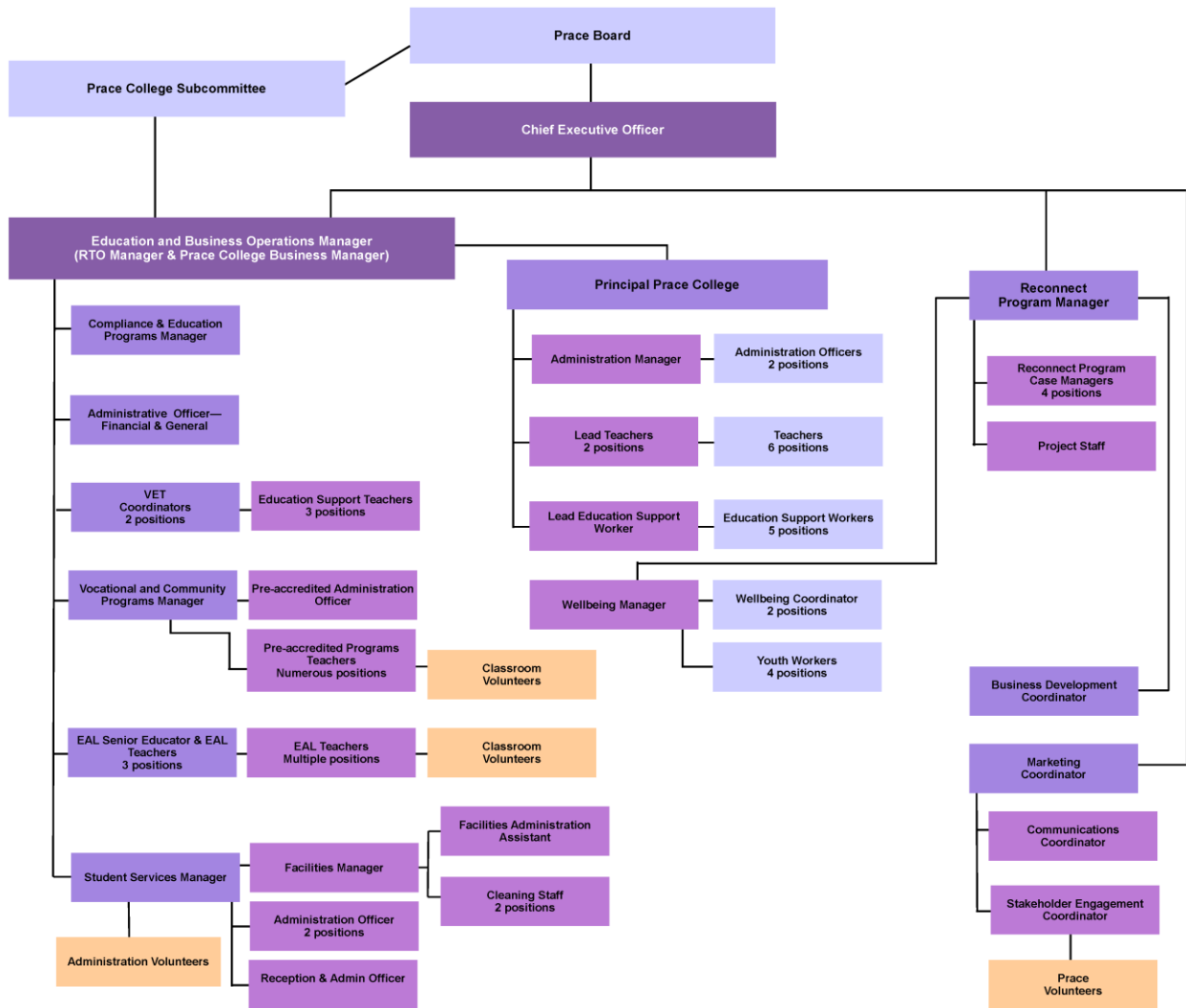
Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus. As a senior secondary school only, years 11 and 12 are provided via the Victorian Pathways Certificate (VPM) and the VCE Vocational Major (VCE VM)

Rolling enrolment, and staggered completion or departure from the School make student statistics complex to report. At any one time each campus will have around 50 students actively participating in the School. Over a full year between 60 and 70 students may pass through each campus.

Prace College's educational philosophy is intricately linked to Prace's vision, mission and values. Prace College strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences that ensure equitable access to resources and strengthens the capacity of all young people to participate fully in their community and society overall.

We believe that all young people should be able to positively engage in education regardless of their life circumstances and barriers to learning. Education should not just focus on academic attributes but on the whole person, providing active support for their social and emotional development and their immediate living circumstances while supporting the development of knowledge and skills required to successfully contribute to a prosperous, equitable and socially inclusive society.

In doing so, Prace aims to provide relief for young people of such human poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion, unrestricted by gender, race, sectarian belief or political ideology for the betterment of the quality of life of the disadvantaged in the community.



## POSITION SUMMARY

Prace College Education Support Workers are responsible for the day-to-day support of the classroom, with the aim of maximise educational outcomes for students with additional needs.

As the Education Support Worker Coordinator, you will continue to work in the classroom with teachers and students, but you will also be responsible for leading the implementation of coherent, effective and efficient education support services within Prace College

On the floor you will

- support classroom learning by assisting teachers in the delivery of lessons and the facilitation of learning activities.
- prepare instructional materials, setup resources, and organise the learning spaces.
- work with students in small groups or one-on-one to help students comprehend the curriculum by offering clarification, guidance, and individualised support when needed
- manage student behaviour
- Monitor and evaluate student progress
- Support students' social and emotional well-being
- Complete administrative tasks
- Provide student supervision during and outside of class time

## **JOB COMPLEXITY**

The Education Support Coordinator you supervise the Prace Education Support staff, and will work closely with the Assistant Principals and teaching staff to ensure outcomes are maximised for students. You will report directly to the designated Prace College Assistant Principal. In general, you will work as part of the Prace College Team. This team consists of teachers, youth workers, education support staff, administration staff, the Student Support Services Manager, assistant principals, and the principal.

This position includes Child-connected work.

Child-connected work is work authorised by the Principal/Prace Senior Management (or Prace Board) and performed by an adult in a school environment while children are present or reasonably expected to be present.

In working with students, it is important to know that at Prace College many of the students have previously exited mainstream education, and most are dealing with complex and significant issues. Prace College offers a caring and supportive environment so that the students have an opportunity to succeed.

## **DUTIES AND RESPONSIBILITIES**

### **Coordination**

- Work with the Assistant Principals to implement a quality education support service.
- Play an active role in building a sense of shared purpose and direction in education support team.
- Ensure the effective utilisation and timetabling of education support provision
- Monitor Education Support team and coordinate the activities and workloads
- Supervise and lead Prace College Education Support staff
- Supporting and mentoring learning support staff, particularly those who are new to the role
- Carry out performance reviews of staff and observations of support activities.
- Communicate education support staff needs and issues to the Assistant Principal/s
- Assist in the recruitment, and professional development of education support staff
- Provide workplace tasks for the Education Support team members to complete during term breaks

### **Classroom Support**

- Assist teachers in the delivery of lessons and the facilitation of learning activities to support classroom learning
- Prepare aids, materials and/or resources for use in classes, and set up learning spaces where requested
- Work with students who need extra support in class in small groups or one-on-one.
- Monitor and evaluate student progress, providing feedback to teachers, and helping to identify areas where students may need additional support.

### **Supervising and Assisting Students**

- Work specifically with students who have disabilities, learning difficulties, or other special needs.
- Provide effective behaviour management, vital for maintaining a conducive learning environment and for fostering students' personal and social development, both in and outside of the classroom.
- Provide support to and supervision of students during break times, as per timetabling

- Provide support and/or guidance to individual students as required
- Support student's social and emotional well-being

### **Administration**

- Support teachers and other school staff by performing various administrative tasks,
- Maintain student records in line with Prace College processes

### **General**

- Support Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Contribute to organisation's commitment to providing child safe environment
- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position
- Work in concert with all Prace staff to realise Prace's values, mission, vision and Prace's College's school philosophy
- Maintain and develop one's own professional capability as relates to this position

***The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.***

### **SELECTION CRITERIA**

1. Certificate III in Education Support or equivalent, plus a minimum of 4 years working in an education support role.
2. Demonstrated ability to lead, mentor, coach and monitor a team's work and performance.
3. The ability to work cooperatively with a range of people including teachers, education support staff, coordinators and students.
4. Capacity to undertake education support tasks across a range of functions within a school environment and the capacity to provide support and/or attendant care to students where necessary.
5. Demonstrated proficiency in administrative skills, including the use of office systems, software or technical equipment as relevant to the position.

### **OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES**

All staff are responsible for the following safe work procedures and instructions:

#### **Employees must:**

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures

- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

**Supervisors are responsible for:**

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

**The organisation has a responsibility to:**

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

**EQUITY AND DIVERSITY**

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

**CHILD SAFETY**

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse,
  - working to actively listen to and empower children,
  - having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures,

- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability,
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

**GOVERNANCE**

Prace is governed by a Board with strong representation for all key operational areas.

Prace's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Prace Board is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Prace Board.

This position description is approved by: Libby Barker

Employee's Signature:

Date:

Manager's Signature:

Date: