



# ST PETERS GIRLS

## POSITION DESCRIPTION – EDUCATION SUPPORT OFFICER (ESO) – CLASSROOM SUPPORT AND LEARNING STRATEGIES (PERMANENT)

### The School

St Peter's Girls is a prestigious ELC to Year 12 Anglican and International Baccalaureate World School located in leafy Stonyfell, just 5km from Adelaide's CBD.

### The Position

The Education Support Officer (ESO) – Classroom Support and Learning Strategies works closely with the classroom teachers and the Learning Strategies staff to support literacy and numeracy acquisition, particularly in Junior School classes. They may also provide one-to-one or small group support for students with specific learning difficulties and developing English language acquisition. This support is achieved through in-class assistance, co-supervision of play and targeted withdrawal programs. The ESO works under the direction of the classroom teacher and/or the Learning Strategies Coordinator(s) and is responsible to the Head of Junior School.

### Knowledge

- A sound standard of education especially in English and Mathematics to support a range of abilities, particularly but not exclusively across the Junior School
- Knowledge of early literacy and numeracy development
- Knowledge of strategies to assist students with learning difficulties that are appropriate to the age, particular needs and developmental stage of the students

### Experience

- Experience with supporting children in a classroom environment, particularly those with learning needs
- Competent in the use of a variety of ICT

### Skills & Abilities

- Establish positive working relationships with students, being empathic to their needs
- Demonstrate active listening skills
- Assess appropriate level of support required by specific students and provide them with individual attention and reassurance as suitable to their needs
- Ability to support students in gaining increasing levels of independence
- Monitor students' response to learning activities and, where appropriate, modify or adapt the learning opportunities as agreed with the classroom teacher, and/or Learning Strategies Coordinator(s) to achieve the intended learning outcomes
- Accurately assess and report on the progress/difficulties of students
- Communicate effectively with staff, students and parents where necessary
- Accurately provide written and verbal communication to the classroom teacher and/or Learning Strategies Coordinator(s)
- Work effectively and collaboratively as a member of the School team
- Work within and apply all School policies, e.g. Behaviour Management, Child Protection, Health & Safety, Equal Opportunities, Emergency and Fire Drill/Evacuation Plan

### Personal Qualities

- Willingness to participate in further training and developmental opportunities offered by the School and/or other agencies to further knowledge
- Willingness to maintain confidentiality on all school matters

## **General Criteria pertaining to the classification of this position**

### **ESO Grade 2**

Education Support Officers Grade 2 will have the knowledge, skills and demonstrated capacity for self-directed application of appropriate techniques and equipment required to perform assigned tasks of some complexity involving the use of applied theoretical knowledge and interpersonal skills. This level corresponds to a competent, skilled, autonomous worker.

### **ESO Grade 2 (Curriculum Stream Specific)**

An Education Support Officer (Curriculum) Grade 2 will, subject to teacher requirements and direction, provide para-professional support for teachers in the preparation and presentation of the curriculum programs which may include the application of specialist skills in schools involved in special programs. This support will include working closely with individual and small groups of children on prepared and structured programs.

## **Conditions**

This is a permanent ESO Grade 2, Level 1 position, working 35 hours per week over five days (Monday to Friday, 8am to 3.30pm) during term time only.

The conditions of the St Peter's Collegiate Girls' School Enterprise Agreement apply.

**Richard Lisle**  
**Acting Principal**  
**November 2022**