

Job Description

Department:	San Remo Primary School	Location:	San Remo Primary School
Classification:	Ed Support Level 1-Range 1		
Position Description:	Ed Support Level 1-Range 1		
Subject/Duties:		Level:	
Begin Date:	28/01/2015	End Date:	27/01/2022
Regular/Temporary:	Fixed Term		
Hours:	12.00		
Reference #:	1005296		
Contact Name:	Karen Bowker		
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School Website:	san-remo-ps.vic.edu.au		
Apply By:	18/11/2014		

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Location Profile

San Remo Primary School was first opened on March 26th, 1874. It is situated in the San Remo township, at the eastern entrance of Westport Bay, approximately 135 kilometres from central Melbourne. It has a long tradition of serving the local communities of San Remo and Phillip Island. The school was moved to its existing site in 1948.

Students attending San Remo Primary School come from varied family backgrounds. Historically, families in the area have come from fishing and farming background however in more recent years the area has become a desirable place to live for people from a broader variety of backgrounds. Some family members commute to Melbourne for work, other families are self-employed in a range of businesses in the area. The school attracts students from the township of San Remo to Bass on the mainland and from Phillip Island. Our School Family Occupation (SFO) is 0.47.

We are a community minded school and became a KidsMatter school in 2012. There are no buses used at the school which means that most parents drop off and pick up children from school each day, creating the opportunity for social interaction. Our facilities, whilst older than other schools in the area, are well maintained, neat and meet the needs of our community. We are extremely well resourced with interactive whiteboards in every classroom, computers in each classroom as well as netbooks and notebooks for the children to use. Our grounds are very well maintained with native and bird attracting plants a feature.

We are fortunate to share the San Remo Recreation Centre that is adjacent to our school and have daily use of this facility. Assemblies, Physical Education classes, special theme days, performing and visual arts program all utilise this venue. Whilst we cater to all curriculum areas, including specialist subjects of Physical Education, Art, Music and MARC Van, we also offer extra curricula activities such as grades 3-6 sport, bike education, swimming, a camp program from grade 3 to grade 6 and strong transition programs for both kindergarten and grade 6 students as well as between grade 1 to 5.

Our staff structure combines experienced and graduate teachers who are all passionate about teaching and learning and continue to develop their knowledge through targeted professional development. Staff are dedicated to the children in their care and share and support each other within the school. Student wellbeing is a priority at San Remo Primary with teachers sharing responsibility for all. We currently have 7 grades operating in 2014, and will have the same in 2015.

San Remo Primary School is a coastal community school which embraces the unique opportunities that the local environment has to offer. We value and respect individuality and instil in each child a sense of their worth. We nurture social, emotional and intellectual development in a caring and inclusive environment. Students are immersed in a rich, comprehensive curriculum which is designed to equip them with literacy, numeracy and life skills.

Teachers and support staff work together to provide a stimulating learning space. We plan curriculum activities to engage and challenge all learners. Through the use of the latest technologies we connect with our local and global communities. Our students emerge as resilient and responsible life-long learners.

Selection Criteria

SC1 Demonstrated high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff as a team member in a school.

SC 2 Basic numeracy and literacy skills which will enable the identification of errors in student work and written and verbal communication with people involved in the education of the integrated student.

SC 3 Ability to assist in the development and implementation of programs suitable to the needs of the integration student under the direction of the teacher.

SC 4 Familiarity with computers and other items of technology used to enhance classroom programs

SC 5 Assist students on an individual or group basis in specific learning areas.

Role

Undertakes routine tasks that are usually carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Deviation from established procedures will require reference to others for guidance and direction. Assistance is readily available when problems arise. An experienced employee at range 1 will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.

Does not carry responsibility for the work of others. More experienced employees will provide basic guidance and advice to others relating to tasks within the work area.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Qualification requirements do not operate at range 1. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.

Responsibilities

The responsibilities of this position will be:

- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Provide basic physical and emotional care for students.
- Participate in team meetings.
- Assist with toileting, meals, lifting, and administration of medication to students requiring special care.
- Assist with the supervision of pupils in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills.
- Assist in the preparation of student resources and equipment.
- Prepare basic curriculum support resources.
- Set up and put away equipment and materials in support of teaching programs.
- Observe students and draw the attention of the teacher to them where necessary.
- Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.
- Assist with communication between teachers and non-English speaking parents/students.
- Assist in the translation of documents.
- Assist students with the preparation and service of meals.
- Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition.
- Assist in the preparation of equipment and purchasing of materials and supplies as required.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

EEO AND OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Other Information

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

- A probationary period may apply during the first year of employment and induction and support programs provided.

- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Conditions of Employment

This vacancy is specifically linked to Student Support Funding and is for a period of seven years or until the funding reduces or ceases.

Program Benefits

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