## Location Description

<table>
<thead>
<tr>
<th>Location:</th>
<th>San Remo Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>Education Support Lvl 1 Rge 1</td>
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<tr>
<td>Position Description:</td>
<td>Education Support Lvl 1 Rge 1</td>
</tr>
<tr>
<td>Subject/Duties:</td>
<td>Teacher Aide-Integration</td>
</tr>
<tr>
<td>Level:</td>
<td>Primary Grades P-6</td>
</tr>
<tr>
<td>Begin Date:</td>
<td>01/02/2012</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Fixed Term</td>
</tr>
<tr>
<td>Time Fraction:</td>
<td>0.74</td>
</tr>
<tr>
<td>Reference #:</td>
<td>784822</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Karen Bowker</td>
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<tr>
<td>Phone:</td>
<td>040/822-1467</td>
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<tr>
<td>School Website:</td>
<td><a href="http://www.san-remo-ps.vic.edu.au">www.san-remo-ps.vic.edu.au</a></td>
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<td>Apply By:</td>
<td>17/01/2012</td>
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### Location Profile

San Remo Primary School was first opened on March 26th, 1874. Situated in the San Remo township, at the eastern entrance of Westernport 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.

The school attracts students from the township of San Remo to Bass on the mainland and from Phillip Island. Our enrolment for 2012 has increased to 150 students. We currently have 7 grades operating in 2012 with three specific learning areas: P1/2 learning area, 3/4 area and 5/6 area. The successful applicant will be working in the P1/2 area which has 3 grades and approximately 75 children.

We are a community minded school with strong parental involvement a feature of our school. There are no buses used at the school which means that 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 and have a strong focus on Information Computer Technology (ICT) with interactive whiteboards in every classroom. 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, Perceptual Motor Program (PMP), special theme days, our whole school musical production and arts festival 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 camping program from P-6 and strong transition programs for both kindergarten and grade 6 students.

The physical location of the school within the community gives us the opportunity to develop strong community links with the local aged care facility, kindergarten, neighbouring schools and community groups.

### Selection Criteria
SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.

SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.

SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.

SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5 A commitment to professional learning and growth.

Role
Undertake routine tasks that are usually carried out under close supervision and direction. The level of supervision will vary depending on whether there is a high variety of tasks and where priorities may change (e.g. administrative support, assisting teachers in the classroom and other educational activities, such as providing attendant care and assistance to students, general support roles, assisting in out of school care programs). Positions that work on a more independent basis will generally perform a limited number of tasks on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Tasks may involve a wide range of duties of a routine nature. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Assistance is readily available when problems arise. An experienced officer at this level 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 guidance and advice to others relative to the required tasks within the work area.

An Education Support 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 this level. 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:
- Working in the Prep/1/2 area. Duty will include working with a child with spastic dysplasia (cerebral palsy), assisting the child in their everyday needs and ensuring they are able to access all curriculum and play areas.

- Carry out allocated activities and tasks determined by the school consistent with role description.

- Participate in planning and preparation with teachers on a regular basis.

- Participate in professional learning activities.

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

EEO & 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 online at the Department's Human Resources website at www.eduweb.vic.gov.au/hrweb/

Conditions of Employment

This is a fixed-term education support class position, where the funding is specifically linked to the continuing enrolment of a student(s), and the ES employee may be employed on a fixed-term basis up to a maximum of seven years. The ES employee will be employed until the student(s) ceases to be enrolled in the school or the funding is reduced. Provided that the ES employee shall continue in employment if similar funding is allocated to the school at a comparable or higher level.

'Similar funding' means that where funding is provided to employ a person to support a student in the first instance, the ES employee would continue to be employed if the student leaves the school provided the overall funds to employ persons to support a student(s) remain at the same level or higher.

Program Benefits