



Mildura Senior College (MSC)
Education Support Class (ES) Position Description

Integration Aide (ES1-1)

Job Details

Occupant:

NEW POSITION

Location:

As determined by Wellbeing Manager

Classification:

Educational Support Level 1 – Range 1

Employment Conditions:

Education Support Class staff are employed and are subject to the conditions of the Victorian Government Schools Agreement 2017. Information about DET's operations and employment conditions can be obtained from the following websites: www.education.vic.gov.au and www.education.vic.gov.au/hrweb.

ROL Reference:

1152294

Employment Type:

Ongoing

** Refer to Conditions of Employment*

Begin Date:

23.04.2019

End Date:

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Responsible to:

This position has line management responsibilities to the Principal but on a day to day basis is accountable to Wellbeing Manager.

Time Fraction:

0.72

Hours of Work:

27.25 hrs / week

Hours of Work:

As specified Victorian Government Schools Agreement 2017, Attendance (5) (a) (i) An education support class employees will be in attendance for a minimum of 7.6 hours daily between 8am and 6pm from Monday to Friday.

Hours of Work:

Monday

Tuesday

Wednesday

Thursday

Friday

9.00 – 3.00pm

9.00 – 3.00pm

11.00 – 3.15pm

9.00 – 3.30pm

9.00 – 3.30pm

As per Victorian Government Schools Agreement 2017.

Due to the nature of this role it is deemed necessary to have specified hours as listed below.

Additional Attendance Requirements

As listed in the Victorian Government Schools Agreement 2017, 5(a)(ii) an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional leave specified in clause 26(1)(b). Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with reasonable notice, being not later than four weeks into the preceding term.

Any additional hours worked are subject to the MSC's ES TOIL Policy.

Responsibilities and Dimensions of Work

The classification of this position is subject to the value of the roles and responsibility as specified in Schedule 3 of the Victorian Government Schools Agreement 2017.

Undertakes routine tasks that are usually carried out under close supervision and direction. Work that carries some degree of independence will generally involve 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 and within clearly defined guidelines and well established practise 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 remain 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.

Roles

The Integration Aid will:

- Assist students on an individual or group basis in specific learning areas as determined by the Well Being Manager.
- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Provide basic physical and emotional care for students.
- Assist in the preparation of student resources and equipment.
- Set up and put away equipment and materials in support of teaching programs.

General:

- Actively seek participate in professional development. (Subject to College P&D guidelines)
- Attend and participate in ES general and ES team leader meetings.
- Participating in the College's performance and development processes in line with DET requirements.
- General duties as directed by the Principal within the requirements of ES1-1 dimensions of work as listed in the Victorian Government Schools Agreement 2017.

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 capacity to support students undertaking VCAL /VCE / VET Studies.
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.
Mildura Senior College Values	
Respect, Resilience, Responsibility, Independence and Success	
EEO & OHS Commitment	
The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised 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.	
Child Safe Standards	
Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx	
Conditions of Employment	
This vacancy is specifically linked to Student Support Funding and is ongoing. If the funding reduces or ceases during the first seven years of employment, employment may cease subject to the provision of at least 12 weeks' notice.	
Victorian Government Schools Agreement 2017, Modes of Employment (2) (a) (ii).	