

Position Description

Job Code:	10.001.06
Job Title:	Educational Support Officer (ESO)
Reports To:	Principal
Award:	Educational Services (Schools) General Staff Award
Approval Date:	25.02.2025 Version: 2025.02.25

School Philosophy

We believe that access to education is critical for young people to achieve their aspirations for a healthy and productive future. Educational achievement supports young people to contribute their talents and passions to society.

Young people need to experience success in their endeavours and build the skills and attributes that they can carry into further training, employment and life pathways as valued members of their communities.

Our aim	To build an educational environment where young people can connect and achieve the foundations of life, learning and livelihood in a supportive, enriching environment.
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Our mission	To build a caring, inclusive and healthy learning community that builds adaptability and supports young people to flourish and reach their full potential.
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Our core values

Put wellbeing first – Equip young people with strategies that will support and sustain their mental wellbeing into adulthood.

Build trust in relationships – Cultivate habits that build positive interactions and experiences with students, staff and the wider community.

Empower others – Walk beside students as they increase their autonomy, self-determination and decision-making capacity.

Be compassionate – Strive to show kindness and a willingness to support others, particularly during times of struggle and adversity.

Celebrate uniqueness – Create a non-judgemental educational environment that is built on trust, safety and dignity, applauds individuality and where everyone feels welcome and respected.

Work together – Leverage collective genius to find new ways to think big, experiment and solve shared problems.

Create positive impact – Show commitment and drive to energise, engage and inspire others to participate and contribute to the social and economic life of their community.

Strive for excellence – Pursue continuous growth, high performance and improvement to provide the best learning experience for all.

The IMPACT Community Academy delivers learning through a wellbeing lens, providing learning that have the potential to challenge mindsets, encourage growth and transform lives in a way that allows young people to be more adaptable and resilient as they enter adulthood.

The Educational Support Officer (ESO) will support classroom teachers to individualise the support students need to access their education and learning. Working closely with the classroom teachers and Educational Youth Worker. With a focus on student learning and engagement support, as well as tracking the development of students social and emotional goals.

The objectives of the Educational Support Officer (ESO) are to:

- Supporting students' engagement in learning, including tailoring learning resources and/or learning adjustments to suit the ability/interest/needs of individual students, as per their Individual Educational Plans.

The position of Educational Support Officer (ESO) cannot be achieved from home and must be performed in the workplace.

Impact ACADEMY is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. We are committed to ensuring the safety, wellbeing and dignity of all children and young people, therefore, all applicants will be subject to Impact ACADEMY and legislative screening procedures.

These checks are consistent with Impact ACADEMY's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and Code of Conduct.

Main Duties/Responsibilities:

- **Monitoring and maintaining up-to-date student records:**
 - Records of students' progress, supports and achievements against Individual Learning Plan goals curriculum requirements.
 - Report behavioural concerns, incidents, supports in the student management system
- Recognise and respond appropriately when students exhibit disengagement and/or dysregulated presentations.
- Productively engage in collegial discussions and collaborative tasks.
- Assist with supervision of students, as required.
- Supporting students 1 on 1 and in small groups, both inside and outside the learning space, as required.
- Provide adequate level of support that will allow students to begin to re-engage with learning, in a nurturing manner.
- Assist in the support of student engagement by reinforcing appropriate student behaviour.
- Perform administrative tasks, such as: record maintenance, resource development, and other classroom administrative support
- Support to maintain a clean and tidy learning environment including ICT storage and tracking.

General

- Take reasonable care for personal health and safety in the workplace and that of others
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization.

Core Competencies (Qualifications, Skills and Experience)

Essential

- Hold a minimum qualification in Education Support (Cert 3 or above) or equivalent.
- Demonstrate flexibility in daily practices
- Clear knowledge of / adherence to school policies and procedures
- Enthusiasm and passion for assisting students with positive school engagement
- Effective time management skills, including daily prioritising of tasks and student needs.
- Understanding of Trauma informed practices.

Desirable

- SITXFSA005 – Use hygienic practices for food safety
- Current Level II First aid and CPR Certificate
- Experience with school refusal

Licensing and Administrative Requirements

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- Queensland Working with Children Check (BlueCard)

Acknowledgement

I have received, reviewed and fully understand the position description for Educational Support Officer (ESO). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

PRINTED NAME

SIGNATURE

/ /

DATE