



ST PETERS GIRLS

Position Description:	Education Support Officer (ESO) – MS/SS Classroom Support and Learning Strategies
Department:	Learning Strategies
Level:	Fixed term, 1 Term contract, 26 hours per week over 4 days, during term time
Reports to:	Head of Faculty

The School

At St Peter's Girls' School, we focus on collaboration, creative thinking and innovation, seeking to foster independent thinking and our core values of courage, creativity and compassion in every student. We aim to develop motivated, versatile and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus located in leafy Stonyfell, just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP and DP World School.

At St Peter's Girls' we seek to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

About the Role

Our School is seeking an Education Support Officer (ESO) – Classroom Support and Learning Strategies for a fixed term contract, for one term only, Term 1 2025. 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 Middle School and Senior School classes. They may also provide one-on-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 Leader of Diverse Needs and is responsible to the Director of Teaching and Learning.

About You

Knowledge

- A strong knowledge of education, especially in English and Mathematics to support a range of abilities, particularly but not exclusively across the Middle and Senior 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 and Abilities

- Establish positive working relationships with students - being empathic to their needs.
- Demonstrate active listening skills.
- Assess the 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 Leader of Diverse Needs 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 Leader of Diverse Needs.
- 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 relating 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.

A Career at Saints Girls

- A unique opportunity to work in a highly regarded independent school that upholds a culture of excellence.
- Collaborative and passionate team environment with a connected and inclusive community.
- Internal and external professional development opportunities.
- Opportunities for Interstate and International professional learning within our network of exchange schools.
- Contemporary and high-tech learning spaces.
- Opportunities to engage in co-curricular offerings and School events.
- Well-resourced and supported teaching and learning.
- Onsite parking available.
- Employee Assistance Program.

Conditions

This position is a ESO Grade 2, Level 1 position, working 26 hours per week over four days (8am to 3.30pm) during term time only. It is a fixed term contract for one term, Term 1 2025. The salary is determined by the *St Peter's Collegiate Girls' School Enterprise Agreement*. Other conditions are as outlined in the Enterprise Agreement.

Cherylyn Skewes
Principal
November 2024