

# Kingswood College Education Support Staff Junior School

## Role Description

The position is 0.8 FTE spread over five days – 8.30am – 3.00pm (30 hrs)

### General Information for Application

Kingswood College, an independent, co-educational K-12 school in Box Hill has been educating young people for more than 131 years. Our bold vision is to be a world class school, where our students' potential soars because we nurture and challenge them to know themselves and achieve their personal best as global citizens.

Kingswood College's model for learning emphasises broad, holistic, student-centred learning for the mind, heart, body and spirit, based on our core values of respect, integrity, compassion and responsibility. Implementation of the LATTICE framework provides a holistic, innovative, collaborative, and engaging structure through which learning programs are reviewed, renewed, or reimaged.

In 2021 Kingswood College launched our new Strategic Plan: Towards 2025 and you can download a copy [here](#).

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate recruitment and vetting practices. Applicants will need to provide evidence of VIT registration or a current Working With Children Check for Employees prior to the commencement of their employment. Reference checks will be completed as part of the employment process. Applicants should become familiar with our child safe practices as described in our Child Safe Policy, as well as the Code of Conduct, which are available on the College [website](#).

### Purpose –Educational Support Staff (ESS)

The purpose of the ESS role is to support students in the LINKS program to belong, thrive and achieve during their primary years of schooling.

#### Responsibilities

- Assist students on an individual or group basis in specific learning areas.
- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Provide support and care for students.
- When appropriate, participate in team meetings.
- Assist with the supervision of pupils in playgrounds, at camps, on excursions, in sporting activities, therapy activities.
- 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.
- To be aware of the need for confidentiality in dealing with students, staff and parents.
- To promote inclusive practices at all times.
- To actively support and promote independence – 'Not to do for the students what they can do for themselves'.

- Contribute to a culture which promotes Child Safety, by becoming familiar with, and implementing the policies associated with Child Safety at the College, including:
  - Child Safe Policy
  - Respectful and Safe Schools Policy and Guidelines
  - Student Duty of Care
  - Student Supervision
  - Mandatory Reporting
  - Reportable Conduct

### Selection criteria

Kingswood College want educators to be supportive of its goal in creating, 'Holistic, Broad, student-centered learning' opportunities for all students. We seek an ESS member who will:

- Build relationships with their students, colleagues, and the community
- Constantly reflect on and review their own practice
- Demonstrate Commitment to the education and welfare of young people
- Collaborate and contribute as a team member in a range of settings
- Demonstrate curiosity, passion, initiative and care
- Communicate effectively with students and staff
- Be committed to their own professional learning and growth
- Personal commitment to child safety and protecting children, and to observing child safe practices

### Requirements

- Hold a Certificate of Education Support; Integration Aide/Teacher Aide or equivalent and have relevant experience would be an advantage.
- Valid Working With Children Check card and current first aid qualifications (including anaphylaxis management) are required.
- Must be eligible to work within Australia.
- Applicants must have a demonstrable passion for working with children, to develop their learning skills and social confidence and be willing to work as part of a positive and supportive team to achieve the College's aims and goals.

### Responsible to

- Head of LINKS
- Head of Junior School
- Principal

In accordance with Victorian Government Health Directions, COVID-19 Mandatory Vaccination (Specified Facilities) Directions, proof of full COVID-19 vaccination is a requirement of employment and must be provided prior to commencing in 2022.

Kingswood College is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

Kingswood College is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) committed to supporting the mission of the IB.

*Kingswood College reserves the right to modify position descriptions as required. Staff will be consulted in any such process.*