

Education Support Staff (ESS) Senior School

We are seeking to appoint an Education Support Staff member to work with students in Years 10 to 12. This position will commence in Term 1 2023. This is an opportunity to support students with individual needs within a positive and inclusive community, which values the contribution of every student and staff member.

People with relevant qualifications and experience, and with a passion for supporting student learning, are encouraged to apply.

Ideally, the 0.8 FTE position will be spread over five days – 8.30am – 3.00pm (30 hrs), however, the College is open to alternate proposals for the right applicant.

General Information for Application

Kingswood College is a co-educational Kindergarten to Year 12 College and has been educating young people since 1890. 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 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](#).

Applicants are free to structure applications in any manner they choose, but should ensure that the following are included in a **single PDF**:

- A letter of application.
- A summary of experience and qualifications.
- The names, contact details, including email address, of three professional referees who can provide information regarding the applicant in relation to the key selection criteria.

Selection criteria

Applicants should provide evidence of their experience/capacity to meet the following criteria:

- Hold relevant post-secondary qualifications and/or experience
- Be able to support curricular tasks with students in Years 10 to 12
- Build excellent 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

Eligibility

- Must hold a 'Working With Children Check for Employees' or be registered with VIT prior to commencement of work.
- Must be eligible to work within Australia

Full details, including a Role Description, can be found on the Kingswood College website <https://www.kingswoodcollege.vic.edu.au/join-us/#st-employment>

Applications close at **noon on Thursday 1 December** and should be emailed to principal@kingswoodcollege.vic.edu.au

We look forward to receiving your application.

Elisabeth Lenders OAM
Principal
Kingswood College

Education Support Staff (ESS)

Role description

Kingswood College want all staff to be supportive of its goal in creating, 'Holistic, Broad, student-centred learning' opportunities for all students.

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

Specifically, the ESS will:

- 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.
- Overall primarily focus on the classroom setting, but be willing to assist with the supervision of students in playgrounds, at camps, on excursions or during sporting activities, when called upon.
- Assist in the preparation and use of student resources and equipment.
- 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 engagement and achievement.
- Maintain appropriate confidentiality when working with students, staff and parents.
- Promote inclusive practices at all times.
- Actively support and promote independence.
- 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

Responsible to

- Head of LINKS
- Deputy Principal
- Principal

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate child safety practices. The role requires the staff member to maintain their Working With Children Check for Employees or VIT registration.

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.