

<b>Location:</b>	TAFE Campus, 29 Windemere Road, Alexandra Hills, Queensland
<b>Employment type:</b>	Casual
<b>Remuneration:</b>	Based on qualifications and experience
<b>Reports to:</b>	Deputy Principal

### OUR ORGANISATION

The Sycamore School is an independent school for Prep to Year 10 young people from the autistic community. Its focus is on improving life quality outcomes.

The School provides a safe and inclusive, autism friendly learning environment with programs supported by allied health professionals, aimed at achieving personalised learning goals and academic progression.

Using a strengths-based approach, innovative ways of teaching, evidence-informed strategies and the Australian Curriculum, the School provides a positive learning environment which is enhanced by quality teaching to assist each young person on their educational journey.

The Sycamore School is a place of celebration providing each young person with a spectrum of choice and opportunities to build independence to advocate for themselves and reach their potential.

### OUR VISION

To improve life outcomes for people on the autism spectrum.

### OUR MISSION

The Sycamore School provides specialist support and education on to people the autism spectrum, to their care networks and the community.

### OUR VALUES

We are:

- Respectful – We value all perspectives.
- Kind – We are selfless and giving.
- Accepting – We value uniqueness.
- Brave – We face our challenges with conviction.
- Creative – We think outside the box.
- Patient – We accept that some things are difficult before they become easy.

## **OUR COMMITMENT**

The Sycamore School is committed to:

- Ensuring the safety and wellbeing of all students and will provide a safe and supportive environment for students by taking all reasonable steps to promote the safety, welfare and wellbeing of students enrolled at our School and their protection from foreseeable harm.
- Providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

## **THE ROLE**

As the Relief Education Support Officer, you will:

- Support young autistic people in a holistic education environment that is individually responsive, relative, and relational.
- Assist and support teachers with the preparation of learning materials, supervising activities, and completing administrative duties.
- Support the delivery of individualised programs so that young people will benefit from the curriculum to their greatest capacity and become empowered to be confident members of their community.

## **RESPONSIBILITIES AND DUTIES**

- Support the delivery of strategies and programs for young people, that the teacher has developed, to enhance their educational goals, curriculum access, learning engagement, social participation, and classroom management.
- Work collaboratively with the teacher to deliver teaching and learning programs designed to meet the individual needs of each young person to maximise their learning outcomes and engagement.
- Support the teacher to use differentiated strategies to meet the specific learning needs of young people across the full range of abilities.
- Work with individuals or small groups, undertaking specific learning activities designed by the teacher, including supporting young people's literacy and numeracy skills.
- Follow teacher created risk assessments to ensure learning experiences, incursions, excursions, and other activities meet health and safety requirements and that potential hazards are identified and eliminated, or appropriate risk management practices are implemented.
- Observe young people's performance and provide feedback to the teacher on progress of individuals, groups and/or the class using approved systems and processes.
- Demonstrate initiative in supporting teachers and young people.

- Support the class teacher with administrative, organisational, and preparation tasks necessary for the smooth running of the classroom and delivery of learning experiences.
- Demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a courteous and sensitive manner when interacting with young people, parents or caregivers, staff, and the public.
- Be responsible for the safety, welfare and well-being of students, actively seeking to prevent harm to students, and to support those who have been harmed by having ongoing 'duty of care' at all times.
- Draw on specialist skills and knowledge to respond effectively to young autistic people.
- Implement recommended adjustments for the young people to access the curriculum and participate in their learning.
- Create and maintain a supportive and safe learning environment that has an inclusive, and positive tone.
- Promote the safe, responsible, and ethical use of ICT in the classroom.
- Respond with confidentiality, tact, reliability, and sensitivity when interacting with young people and their parents/carers.
- Ensure Work Health and Safety, and Risk Management procedures and requirements are always followed.
- Support and operate within the values of The Sycamore School.
- Perform other duties as directed.

## **QUALIFICATIONS AND EXPERIENCE**

- Possess a Working with Children Check (Blue Card) is essential.
- Certificate III in Education Support, relevant work experience or studying towards a teaching qualification is essential.
- Experience in working with young people on the Autism Spectrum is desirable but not essential.
- Have the right to live and work in Australia.