



## ESO Learning Support Role Statement

*"And whatever you do, do it heartily, as to the Lord and not to men." Colossians 3:23*

An Educational Services Officer (ESO) in Learning Support is an important role at Hope Christian College. ESOs will be able to work as part of a team and will also be able to work independently. They will form a good working relationship with the Coordinators and Heads of School. They will be directly responsible to the Learning Support Coordinator (and Principal). They will be skilled in the areas of verbal and written communication, planning, and inter-personal relationships. They may work with all age ranges within the College.

### Personal Qualities

A member of the Learning Support staff will have the following personal qualities:

- sincere Christian faith with an active weekly commitment to a mainstream, evangelical church highly organised and motivated
- highly interpersonal, able to communicate with parents and younger and older students and staff
- creativity
- able to maintain confidentiality
- personal Integrity.

### Duties

Duties include, but will not be limited to:

- Individual and small group Literacy and Numeracy assistance including:
  - reading with students, practicing sight words and sounds
  - work one-on-one with students who have a variety of learning needs
  - work with ESL students, one-on-one or in groups
  - delivering work supplied by the teacher to assist students to grasp concepts
- Assist children catch up on homework tasks
- Assist with testing (including PM Benchmark testing)
- Work with students who have ASD/ADHD, auditory, speech, processing and a range of other disorders
- Assist with students who have motor skills difficulties in tasks including
  - assisting Learning Support students with personal hygiene and toileting
  - accompany students who require it in use of ramps and elevators
- Admin duties including:
  - preparing resources for the children with Learning needs as requested by the classroom teacher
  - tasks as requested by the classroom teacher from 8:30-9:30am and 3:00-3:30pm each day, such as checking diaries, photocopying, filing, laminating, etc.
- Supervision assistance including:
  - accompanying a student on field trips and excursions
  - at all times remaining with the children in class providing assistance as required by the teacher
  - remaining with the children when they move to lessons with other teachers, with the exception of their Music lessons
- First Aid as required
- Any other duties as required by the College.

### Requirements

Before an employee commences work at Hope Christian College they must have and remain current with:

- Working With Children Check
- Responding to the Risk of Harm Abuse and Neglect training Masterclass
- Certificate IV in Education Support (or working towards)

**Tenure:** Ongoing employment

**Level:** ESO Grade 2 Assistant

**Hours:** As per Letter of Appointment & Schedule

**Weeks worked:** 40 school term weeks + 4 weeks annual leave (44 weeks)