



Position Description: Education Support Worker

ROLE TITLE	Education Support Worker
LOCATION	St Joseph's Flexible Learning Centre, North Melbourne
POSITION REPORTS TO	Program Director
POSITION SUPERVISES	N/A
DOCUMENT DATE	08/11/2022

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

Foundation Statement

EREA seeks to respond to the needs of young people disenfranchised and disengaged from education through the provision of a safe place that provides an opportunity for them to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, through valuing, supporting and celebrating the uniqueness and dignity of each person.

EREA Flexible Learning Centres are guided by the vision of Edmund Rice, and the empowering service of education, so that young people may achieve personal and community liberation through educational experiences that enable transformation.

Background

The Nano Nagle Network is an initiative of Edmund Rice Education Australia. EREA services including Flexible Learning Centres (FLCs), offer a full-time and multiyear secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people may express a broad range of complex education and social needs and the Nano Nagle Network services respond with a variety of flexible and innovative social inclusion and learning experiences.

Nano Nagle Network services provide young people with a varied and holistic set of learning experiences, supporting them to identify and pursue an individual transition to adulthood, employment, further education and training, and social connectedness.

Indigenous and non-indigenous young people who attend are usually disengaged from mainstream education for a range of reasons that may include those:

- who have had contact with the juvenile justice system;
- in the care of the Office of Children and Families;
- with a history of trauma;
- with a history of extended periods of unexplained absences;
- who are highly mobile;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;

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- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See www.ereafsn.edu.au - Publications for further information.

Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website at <https://www.ereafsn.edu.au/wp-content/uploads/2017/09/18.-EREA-Youth-Foundation-Statement-Copy.pdf>).

EREA Charter and Touchstones

Edmund Rice schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity. The Charter describes our distinct identity as Edmund Rice schools and provides a practical expression of this identity. The Charter uses four touchstones to describe the culture of a Catholic school in the Edmund Rice tradition. These touchstones give us ideals authentically linked with the Charism which underpins the ministry in our schools and educational endeavours. They help us set our direction and define our goals as, following Edmund Rice’s vision, we continue to reflect and to seek to make the Gospel a living reality in our communities. The Charter and Touchstones can be accessed from the EREA website: <https://secure.erea.edu.au/Publications/EREA-Charter/docs/EREA-Charter.pdf>

Primary Role

The primary focus of this position is to support a young person’s engagement in learning. This position reports to the Program Director and works collaboratively with Teachers and Youth Workers to maximise learning outcomes for young people who need significant adjustments and interventions to their learning program.

Duties and Responsibilities

Typical duties and responsibilities include but are not restricted to:

1. Maintain fidelity to and model best practice in Operation by Principles and other key Nano Nagle practices as articulated in our Framework;
2. Assist young people to have an equal opportunity to participate in learning.
 - Understanding a student’s identified learning difficulties and offering assistance in the classroom.
 - Working with the student’s teacher by actively participating in activities, assisting, intervening and encouraging students and, where appropriate, providing 1:1 instructive support.
 - Adjust classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing the Personalised Learning Plan (PLP.)
 - Liaising with other Learning Diversity and Teaching staff in order to maintain a comprehensive support program, tracking student progress.
 - Support the delivery, organisation and/or follow up of assessments in consultation with classroom teachers.
 - Facilitating social interaction, promoting independence and assisting students with their personal organisation when required.
 - Accompanying students on excursions and other designated external activities when required.
 - Attending team meetings and providing feedback in that forum to staff involved in a student’s progress.
3. Team participation & multidisciplinary practice
 - Within the partnership model facilitate young people’s engagement in learning.
 - Participate in professional supervision.
 - Participate in daily and weekly staff meetings and whole team reflective practice sessions.
4. Develop and liaise with external support networks
 - Support young people to access services e.g., learning support specialists.

- Work collaboratively with the team to support and develop cultural links and community and family connections, which encourage engagement and connection of young people to learning and the wider community.
- Administrative Responsibilities
 - Maintain appropriate records and prepare reports as required including court support letters, and comments for end of Semester School Reports.
 - Maintain up to date file notes on School database – TASS.
 - Support the development of personal learning plans, safety and support plans and engagement plans.
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 - Participate in care team meetings where required.
 - Complete other administrative tasks which support class functions.
 - Other identified duties specific to the role in this Flexible Learning Centre
 - All staff are expected to implement self-care strategies and access organisational staff support when needed.
 - Carry out other duties and tasks assigned by the Principal or School Director/s.
 - Transport young people to and from school and activities.
 - Support and comply with Child Safeguarding Practices according to policy**
 - Abide by EREA’s [Child Protection Policies](#), [Code of Conduct](#), and [Child Safe Code of Conduct](#).
 - Abide by Nano Nagle Network’s [Child Safety Policy and Code of Conduct](#).
 - In consultation with the Head of Campus, Associate Heads of Campus or School Leader/s provide support to young people and families dealing with issues of child safety.
 - Ensure legal and mandatory reporting obligations are met, consistent with the FLC’s ‘Procedures for Responding to and Reporting Allegations of Child Abuse’ within the FLC’s ‘Child Protection Program’.
 - Provide a referral point for young people and families to appropriate support services.
 - Ensure that all Safety W/OHS and general school procedures and protocols are followed

Selection and Review Criteria

Qualifications	Skills and Attributes
<ul style="list-style-type: none"> • Relevant tertiary Qualification and/or equivalent experience. • Qualifications in youth work or social work would be highly regarded • Hold a valid Working with Children Check or have the ability to obtain. • Hold appropriate Australian Work Rights • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver’s Licence and willingness to drive school vehicles when required. 	<ul style="list-style-type: none"> • Be able and willing to uphold and role model the schools’ principles of operation of Respect, Participation, Safe and Legal, and Honesty • Demonstrated capacity to support colleagues to continually improve teaching and learning. • Demonstrated understanding of the Disability Standards for Education. • Demonstrated understanding of learning support strategies for young people diagnosed with a disability. • Previous experience and/or qualifications relevant to supporting and/or leading an organisations commitment to being a child safe organisation. • Demonstrated willingness to reflect on and develop own practice, as well as contributing to ongoing school development. • Ability to provide a range of flexible programs and activities which successfully engage and support young people. • Ability to work effectively as a member of a multi-disciplinary team and build quality working relationships. • A commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity • Resilient and able to develop resilience in others with a high level of emotional intelligence • Ability and willingness to travel to school sites and attend professional development as required.
<p>Physical Requirements: This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</p>	