



<b>POSITION TITLE</b>	School Support Officer - Specialist Intervention Team
<b>SERVICE AREA</b>	Student Services
<b>DIRECTORATE</b>	Learning
<b>REPORTS TO</b>	Manager - Specialist Intervention Team
<b>CLASSIFICATION</b>	Classroom and Learning Support Level 4
<b>DATE APPROVED</b>	

## Role Purpose

As part of the mission of the Catholic Church in the Diocese of Parramatta, the School Support Officer is accountable for supporting the System Strategic Intent of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers.

## Key Accountabilities

### FUNCTION SPECIFIC ACCOUNTABILITIES

The School Support Officer - SIT works under the supervision of the Leading Teacher and the direction of the classroom and/or specialist teacher, providing timetabled support to students to aid student learning.

- Create resources for specific purposes including Vision
- Supervise individual or small groups of students in the learning space, passive play area or beyond the school on excursions and school camps
- Implementing specific skill training and/or reinforcement of skills and independence
- Providing physical assistance and/or personal care to students

### LEVEL SPECIFIC ACCOUNTABILITIES

#### Catholic ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

#### Team contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Deliver and report on day-to-day performance and accountabilities to ensure effective and efficient service delivery
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CEDP

#### Risk and compliance

- Contribute and adhere to policies and processes within CEDP
- Identify and report risks and where possible propose appropriate mitigation strategies

## Required Standards

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard group		Standard name	Expected level of proficiency
Behavioural	Individual	Self-Development / Continuous learning	P
		Adaptability	P
	Interpersonal	Collaboration and communication	P
		Responsibility and ownership	P
	Analytical	Planning, organising and problem solving	P
Leadership	Leadership	Delegation	N/A
		People development	P
		Leading a team	N/A
		Understanding of the organisation's mission	P
		Strategic positioning	P
Technical / Functional	Technical / functional	Attention to detail	P
		Knowledge & application of Policies, Procedures, and Processes	P
		Knowledge & application of Industry, Emerging Trends and good practice	P

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

## Typical Experience and Qualifications

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Education Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.