



Role Description

Title:	School Officer: Student Engagement Support	Location:	Toowoomba
Reports to:	Principal	Classification:	School Officer Level 4
School:	St Joseph's College	Tenure:	Term time, Permanent

1.0 Purpose

The School Officer: Student Engagement Support is a member of the Student Engagement Team whose purpose is to encourage students, who are at risk of disengaging from their learning and have been referred to the Responsible Thinking/De-escalation Classroom, to engage or re-engage to achieve optimal learning outcomes. This role supports the achievement of the Student Engagement Team outcomes through mentoring and supervising students; forming and maintaining strong connections with students, their parents and caregivers; and providing administrative support to the Student Engagement Team.

2.0 Experience and qualifications

Essential

- an understanding and empathy for students who require assistance with their learning journey
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- the ability to work effectively as a team member, with school leadership members, teachers and parents
- an understanding of, and a willingness to support, student behaviour management strategies
- excellent organisational skills and the ability to use initiative in planning tasks
- well-developed interpersonal and written communication skills
- demonstrated experience working with the Microsoft Office suite of products
- empathy with the values and ethos of the Catholic faith

Desirable

- a Certificate III in Education Support or Certificate IV in Teacher Aide Studies, and/or previous experience working in a similar role in an educational setting
- a current First Aid Certificate

3.0 Key result areas

3.1 support and assist students, parents and caregivers to engage in education

3.2 assist the Student Engagement Team with preparing, implementing and supervising learning programs and materials to support Responsible Thinking/De-escalation Classroom learning experiences and behaviour management strategies

3.3 liaise with relevant internal and external stakeholders and organisations

- 3.4 assist with and encourage involvement in events
- 3.5 support students in relation to their pastoral and physical needs
- 3.6 collaborate and communicate with others to ensure high professional standards are met
- 3.7 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.8 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the *Work Health and Safety Act*
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

School Officer: Student Engagement Support

3.1 Support and assist students, parents and caregivers to engage in education

- provide information from teachers to parents where discretion and judgement are required
- under the direction of the Student Engagement Team leadership, support the referral of students to service providers
- support engagement in parent/teacher meetings by organising travel and/or participating in meetings, as requested by the teaching staff
- coordinate with the principal and teachers to organise meet and greet evenings and Family Week visits to the classrooms (considering timing and days of the week)
- encourage student attendance and/or improve notification of absences by families
- maintain contact with families of students who are absent for consecutive days
- assist students to connect with existing support structures

3.2 Assist the Student Engagement Team with preparing, implementing and supervising learning programs and materials to support Responsible Thinking/De-escalation Classroom learning experiences and behaviour management strategies

- support students, individually or in small groups, to engage in academic tasks and specialised programs
- in consultation with other Student Engagement Team members, design and set up daily programs
- provide specific literacy and numeracy support to students under the general supervision of academic staff members
- implement appropriate behaviour management strategies under the general supervision of academic staff members
- prepare, resources for students' use
- assist the teacher to prepare for lessons by preparing work samples, materials or setting up equipment for students, including cleaning and washing used resources
- complete administrative tasks, including assisting with the production of printed materials
- provide administrative support planning events that support student engagement; eg camps, ceremonies, leadership formation

3.3 Liaise with relevant internal and external stakeholders and organisations

- liaise with existing support structures and assist with access to networks of appropriate services
- assist with the intake process for students identified as being at-risk of disengaging from their learning including management of administrative records
- prepare and complete all documentation and maintain databases associated with referrals for students
- provide updates and reports to the Student Engagement Team and College Leadership Team, as required

3.4 Assist with and encourage involvement in events

- assist with engagement in college events including camps, retreats, formals and assemblies
- provide administrative support with the organisation of Student Engagement Team events

3.5 Support students in relation to their pastoral and physical needs

- provide guidance and pastoral care for students in cooperation with other support personnel
- in consultation with the Student Engagement Team, modify work tasks for students with individual needs
- provide basic first aid for non-urgent medical issues

3.6 Collaborate and communicate with others to ensure high professional standards are met

- act and communicate with discretion, confidentiality and professionalism
- maintain confidentiality of personal information at all times
- manage time and activities effectively in a busy work environment
- communicate effectively, tactfully and professionally, and act with discretion and sensitivity
- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

3.7 Contribute to and promote the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the college to achieve the strategies set out in the College Strategy and TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the TCS Strategic Plan as required

3.8 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- complete other duties, consistent with the duties and responsibilities of the position as directed by your supervisor, line manager/s or their nominated delegate