



Greensborough  
COLLEGE

**JOB DESCRIPTION**  
**EDUCATION SUPPORT OFFICER – ES1- RANGE 2**  
**YOUTH WORKER**

**OVERALL OBJECTIVE**

To participate as a team member in both

- i. the College Structure
- ii. the Administration Structure

and to participate in team meetings and undertake training when required.

To support the College in its Strategic Plan Values to -

- Create the environment for students to show Courage
- Teach students to Aspire
- Encourage students to Respect themselves and others
- Show Equality by accepting diversity at our college and in the community

**POSITION OBJECTIVE**

Under the direction of the Wellbeing Coordinator and the Business Manager, to provide effective wellbeing services to students and also support the College Principal, the College Council and the College community.

**WORK FEATURES AND SKILL REQUIREMENTS**

- Requires knowledge of the operations of the work area and the procedures and guidelines that operate
- Roles will require experience in organising and prioritising work
- Tasks are clearly defined and are subject to broad direction
- Compile, maintain and update records including Student Records when required
- Ability to effectively manage routine and difficult customer enquiries in a positive and welcoming manner
- Suggest ideas/plans/potential solutions to achieve clearly established outcomes

**REPORTS TO**

Wellbeing Coordinator / Assistant Principal  
Business Manager

Students  
Staffing

## **GENERAL**

An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

The commencing salaries for persons employed at level 1 range 2 are set out in clause 18(4) of the Victorian Schools Government agreement.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

- Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.
- Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.
- Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.
- Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialized student/teacher support tasks, or technical tasks as experience in the role is gained.

## **DIMENSIONS OF WORK**

- Co-ordinate, organise and determine work priorities within a work area
- Ensure the efficient operation of a work area
- Obtain cooperation amongst staff within the work area and supervise the performance of tasks
- Communicate and liaise with school staff to foster cooperation
- Ensure confidentiality of records is maintained
- Manipulate data/information and prepare documentation/basic reports

**SPECIFIC DUTIES**

- Work as part of the wellbeing team and attend wellbeing meetings.
- Provide or facilitate the provision of guidance to students who may be self-referred or referred to the wellbeing team.
- Develop and implement intervention programs that aim to foster resilience, support the school curriculum and respond to the social, emotional and education needs of identified groups of students.
- To establish and maintain links with relevant community support agencies with a view to optimising services available for students at risk that focus on primary prevention, early intervention and continuity of care.
- To participate in the identification and response of other priorities in student welfare as determined by the Principal and wellbeing teams of the college.
- Other duties that may be required by the Manager

*Working With Children's Check essential*

**I have read and agree with my role as stated on this job description.**

**Name of Employee**.....

**Signed by Employee** .....

**Business Manager**.....

**Date**.....