

Job Opening Report

Job Opening Summary

Department	015497(Laurimar Primary School)	Location	Laurimar Primary School
Classification	Ed Support Level 1-Range 1	Role Type	Teacher Aide
Job Posting Title	Education Support - Integration Aide		
Subjects/Duties	Student Health & Wellbeing	Level	Primary Grades P-6
Begin Date		End Date	
Regular/Temporary			
Hours			
Reference #	1197881		
Contact Name	Mr Jason McBean		
Phone	03 9717 7100		
School Website	www.laurimarps.vic.edu.au		
Apply By	21/09/2020		

Position Descriptions

Visible Description Type	Internal and External Selection Criteria
Description	<p>SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.</p> <p>SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.</p> <p>SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.</p> <p>SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.</p> <p>SC5 Demonstrated empathic and supportive nature in regards to the care and management of students as well as a demonstrated understanding of confidentiality and tact.</p> <p>SC6 Demonstrate a capacity to support students who have a significant physical disability and ability to support students with significant behaviour needs.</p>
Visible Description Type	Internal and External Role

	<p>Undertakes routine tasks that are usually 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.</p> <p>Work has little scope for deviation. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Deviation from established procedures will require reference to others for guidance and direction. Assistance is readily available when problems arise. An experienced employee at range 1 will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.</p> <p>Description</p> <p>Does not carry responsibility for the work of others. More experienced employees will provide basic guidance and advice to others relating to tasks within the work area.</p> <p>An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.</p> <p>Qualification requirements do not operate at range 1. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.</p>
<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External Responsibilities</p> <ul style="list-style-type: none"> - Assist students on an individual or group basis in specific learning areas. - Assist with the communication between students and teachers, particularly the interpretation of instructions. - Provide basic physical and emotional care for students. - Participate in team meetings. - Assist with toileting, meals, lifting, and administration of medication to students requiring special care. - Assist with the supervision of pupils in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills. - Assist in the preparation of student resources and equipment. - Prepare basic curriculum support resources. - Set up and put away equipment and materials in support of teaching programs. - Observe students and draw the attention of the teacher to them where necessary. - Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement. - Assist with communication between teachers and non-English speaking parents/students. - Assist in the translation of documents. - Assist students with the preparation and service of meals. - Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition. - Assist in the preparation of equipment and purchasing of materials and supplies as required.
<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External Who May Apply</p> <p>Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.</p>
	<p>Visible Internal and External</p>

Description Type	EEO AND OHS Commitment
Description	<p>The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.</p>
Visible Description Type	Internal and External Child Safe Standards
Description	<p>Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx</p>
Visible Description Type	Internal and External DET Values
Description	<p>The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx</p>
Visible Description Type	Internal and External Other Information
Description	<p>- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements. - Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check. - A probationary period may apply during the first year of employment and induction and support programs provided. - Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at http://www.education.vic.gov.au/hrweb/Pages/default.aspx</p> <p>Please ensure that your application includes:</p>

a resume including relevant experience as well as personal details (name, address and contact numbers, business and home)

a section addressing the selection criteria and the requirements for application under the Who May Apply section

names and contact numbers (telephone and email if possible) of two referees

Please note that the selection panel may seek additional referees beyond those you name. Consistent with policy, we shall advise you if we will take this action.

Visible
Description Type Internal and External
Conditions of Employment

Description This vacancy is specifically linked to Student Support Funding and is ongoing. If the funding reduces or ceases during the first seven years of employment, employment may cease subject to the provision of at least 12 weeks ' notice.

Visible
Description Type Internal and External
Location Profile

Description Laurimar Primary is now an established school in its 12th year, built by the Department of Education and Training (DET) opening in 2009. Laurimar is situated on 3.4 hectares of land, 30km from the CBD, in Melbourne's northern residential growth area. We are incredibly proud of our school and the many things that makes it so unique. We proudly celebrate a strong culture of inclusion, difference and diversity so that each individual can confidently reach their full potential.

Description The school has a current population of 1016 students. Growth within the school has been rapid over the decade. The school continues to grow due to our positive reputation within the Doreen and wider community and has a strong focus on excellence in Primary Education. It is the aim of all staff to help the children settle into their dynamic school community and build 21st Century Learning skills, attitudes, values and respect that they need to fully participate in the rich educational life of our school.

The master planned community, along with the Primary School, includes; a town centre, supermarket, shops, childcare, kindergarten, sports fields, War Memorial and recreation facilities which have been opened over the past 10 years, create a dynamic setting for young children to be supported in their learning. The construction of a childcare, kinder and maternal health care facility in close proximity to our Prep Learning Centre creates an exciting and innovative Early Childhood Education precinct for the Laurimar Community to benefit from.

Laurimar PS enjoys outstanding physical resources that enable us to provide students with the best possible educational opportunities and learning outcomes. The modern facilities and 21st Century teaching and learning pedagogy represent an exciting opportunity for students and parents, and have established the school 's strong culture, values and nature. The school is committed to Information and Communication Technologies with flexibility to allow access anywhere within the learning spaces.

The school is designed and built to incorporate the latest facilities for engaging students and comprises six buildings:

- *Fully equipped STEM Centre that strongly engages students and develops a deep sense of curiosity

- *Two Learning Centres, each comprising ten general purpose classrooms that feature open plan teaching and learning, working areas with ICT facilities throughout, wet areas, withdrawal area and indoor toilets that cater for our Prep-2 students

- *Fifteen double, open plan relocatable classrooms with staff centre in each, all controlled by heating and cooling

- *Arts Centre, (comprising Music room, Visual Arts room, breakout room and kitchen)

*Administration Centre, Staffroom and main Resource / Library Centre

*Full size gymnasium with canteen facility and associated amenities

*Two bike sheds housing 400 spaces for bikes and scooters

*Fully operational OSHC building incorporating Out of School Hours and Vacation Care, OSHC Demonstration program that caters for students with disabilities and school television studio with the capability to stream live broadcasts into all learning spaces. This building is also home to another large “ Green Screen ” to produce movies.

*Japanese Zen Garden, Community Safety Space and Indonesian Tropical Garden that reflects our commitment to Asian Literacy and our Grade 5/6 trips to China each October

Expansive outdoor recreation areas include a full size synthetic grass soccer / hockey pitch, playground equipment and asphalt play areas. Access to two adjoining well maintained sport / football ovals and landscaped grounds add to the aesthetic appeal of the school environment.

Recent constructions include a Zen Garden, gazebo/BBQ area, outdoor coverway over the assembly area, additional playgrounds and an RSL endorsed Cenotaph/War Memorial which holds annual Remembrance & Anzac Day Services.

We recently opened our newly designed Prep Development & Play Area that incorporates many hands on activities.

Laurimar Primary School is committed to the academic, social & emotional learning and personal growth of every student.

A focused curriculum, dedication to innovation and a culture of care from all staff will help us meet this commitment. Our school is well resourced in the Victorian curriculum.

A balanced, engaging and comprehensive curriculum constantly challenges students to extend their learning and cater for all individual needs through CAFÉ Reading, VOICES Writing, SOUNDWAVES spelling and comprehensive numeracy pedagogy.

Our aim is to challenge students to be the very best they can be. Our role is to help every student reach their full potential through setting personal goals. The skills needed for the 21st century, which support a love of learning that goes beyond the classroom, are actively embraced by our school. A high emphasis is placed on the development of social/emotional learning of every child through a dedicated team.

Teachers are highly valued and help to set the tone and culture within our educational institution. A strong coaching program has been developed and team teaching between classes is embraced. Importantly, we aim to be leaders in education and in social and emotional learning. This involves setting up and implementing innovative practices in the use of ICT in the curriculum. The school has been set up to showcase these innovative practices and how they enhance student learning. The use of interactive televisions, smart boards, digital cameras, note books and the 1:1 iPad program are features. There is an extensive range of ICT resources available which are integrated into the curriculum programs with a focus on developing a digital learning environment. Students in the school have access to a range of online curriculum resources to support learning both in the classroom and at home.

The school has achieved a great deal over the past decade, however, as a school community, we all look to a bright future with great optimism and excitement and constantly strive to take the learning to higher levels. Laurimar PS has

a strong focus on excellence in Primary Education for all students and will constantly strive for ongoing improvement with our students.

At Laurimar Primary School, the roles and responsibilities expected of employees at the various classification levels incorporates and reflects:

- Schedule 2 of the Victorian Government Schools Agreement 2017 <http://www.education.vic.gov.au/hrweb/Documents/VGSA-2013.pdf>
- Australian Professional Standards for Teachers <http://www.aitsl.edu.au>
- Victorian Institute of Teaching, Codes of Conduct and Ethics <http://www.vit.vic.edu.au>

Thank you for your interest in our school.

Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	08/09/2020	22/09/2020
Internet	External Posting	08/09/2020	22/09/2020

Job Information

Created By 08173869(Christine Kalogirou)
Created 08/09/2020
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Business Unit DOEBU(DOE Business Unit)
Company DOE(Dept of Education and Training)

Status Code	010 (010 Open)
Reason for Job Opening	Ongoing-SSP
Status Date	08/09/2020
Date Authorized	08/09/2020
Fixed Term Reason Verified	<input type="radio"/>