



Student Support Officer

POSITION DESCRIPTION

POSITION:	Student Support Officer (Primary or Secondary)
AWARD / AGREEMENT:	Girton Grammar Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Head of Junior/Senior School Inclusive Education
EMPLOYMENT TYPE:	Casual/Part Time – School Terms Only
SALARY:	Grade 1.1.1 Classification

PURPOSE OF POSITION

Assist students in a classroom setting with literacy, numeracy and communication skills under the direction of teaching staff.

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school catering for around 1,100 students from Prep to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

- Students are supported under the direct instruction of the teaching staff.
- Assistance is provided in the implementation of planned education programs, supporting the literacy, numeracy and communication skills of students at risk.
- An overview of each session with a student is recorded and submitted at the end of each term to the Head of Inclusive Education.
- Concerns regarding students are reported directly to the line manager.
- Professional relationships are developed with staff, parents and students.
- Confidentiality is always maintained.
- Process improvements are identified and reported to the line manager.

From time to time, the Student Support Officer will be required to undertake other duties as requested.



KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. Certificate III in Education Support or equivalent relevant experience desirable.
2. Working with Children Check Card (Employee)
3. Excellent administrative and organisational skills with an ability to work collaboratively and respectfully as part of a team
4. Commitment to student wellbeing and child safety, demonstrating an understanding of appropriate behaviours when engaging with children, including children with diverse needs and backgrounds
5. Excellent interpersonal skills.
6. Sound written and verbal communication skills.

PERSONAL CHARACTERISTICS

- A commitment to assisting students in their learning.
- Organises and prioritises work to achieve required outcomes.
- Maintains confidentiality.
- Finds ways to work better and smarter.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child Protection Policies and Procedures
- Report suspected cases of child abuse in accordance with school policies

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee



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- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, are encouraged to be fully vaccinated against COVID-19.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed by HR	November 2022	Next Review	March 2024
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