

# Co-Educator

## Position Description



<b>Employment Type:</b>	
<b>Normal Hours:</b>	As per contract
<b>Classification:</b>	Grade 2 of the Administration Stream; Business Support Classification of the St John's Enterprise Agreement 2023
<b>Area of Responsibility:</b>	Learning Support
<b>Position Location:</b>	Junior School Campus, Sheoak Rd, Belair
<b>Responsible to:</b>	Learning Support Coordinator

### About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. Our student population is 800 and St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

### Position Objective

A member of the Learning Support team located on the Junior Campus, this position provides classroom, individual and small group support for students with identified learning needs.

### Working Relationships

This position reports to the Deputy Principal, via the Learning Support Coordinator and works with teaching and other support staff on a daily basis.

### Position Responsibilities

1. Work closely with classroom teachers to provide learning support in the classroom.
  - Assisting individual students or a small group
  - Communicate with teaching staff on issues that affect the students' wellbeing
  - Manage behaviour where appropriate in relation to duty of care and WHS.
2. Work with individual students including:
  - Simplifying tasks, clarifying tasks, breaking work into simple steps, planning outlines, finding relevant information in research tasks or in comprehension, scribing, reading, identifying relevant information, assisting with internet access and other areas as necessary
  - Adjust tasks based on the needs of the child
  - Supporting teacher-led differentiation

# Learning to Soar

- Supporting students on incursions and excursions
3. Specific Programs/Literacy Groups
    - Working with students on specific structured Programs (eg Multi-Lit, WASP)
    - Taking literacy groups of up to 6 children, working on specific skills as directed by a Teacher.
    - Developing learning aids that will enhance learning outcomes (eg flash cards)
    - Specialist Down Syndrome related Programs
  4. Emotional/Social Support
    - At Teacher direction, responding to students requiring emotional support at any given time, eg taking child out for a break, helping to self-regulate.
    - Support students to share and discuss an experience (eg. Lunchtime interaction) through the use of social stories, where requested by teacher engaging with the child and responding to their needs
  5. Administrative assistance in keeping records current, meeting reporting requirements and in planning and preparing for learning activities.
  6. Assisting with personal care needs of children where required, eg toileting, changing clothes etc.
  7. Assisting with communication to parents and teachers.
  8. Any other duties as required that will enhance the learning outcomes of students with identified learning needs.
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## **Candidate Profile**

### **Qualifications**

#### Desirable

- Cert III or Cert IV level qualifications in Special Education or equivalent
- Current First Aid Certificate, WWCC and Responding to Risks of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

### **Experience**

#### Desirable

- Experience supporting students with learning support needs.

### **Skills and Abilities**

- Ability to develop positive working relationships with the school community including students, parents and other school staff.
  - Excellent communication and interpersonal skills
  - Understanding of and ability to maintain confidentiality.
  - Excellent organisational skills.
  - A demonstrated competency in the computing environment
  - Ability to exercise judgement and initiative to resolve issues.
  - A passion for being helpful.
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## Conditions of Employment

### Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

### Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

### Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

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### Special Conditions

- Some out of hours work may be required.
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**PRINCIPAL**

St John's Grammar School

July 2025

