POSITION DESCRIPTION

Integration Aide (Fixed Term – 7 Years SSP)

Time Fraction  24.32 hours (0.64) over 4 days

Closing Date: 1/3/2016

Vacancy No: 1041206  Start Date: 28/3/2016  End Date: 27/3/2023

Location Profile

Werribee Secondary College is a highly regarded school in the Wyndham Education District. A consequence of the College’s standing and its excellent Year 12 results is that applications for enrolments far exceed the College’s intake capacity. The College has been a DET accredited provider of a Select Entry Learning Program since 1997. The College attained accreditation as an International School with the Council of International Schools in 2006 and in 2013 became the first state secondary college in Victoria to be accredited by the International Baccalaureate Organisation and authorised to offer the International Baccalaureate. Werribee Secondary College has instilled a culture which embraces hard work and high achievement and all students wear the traditional uniform of blazer, shirt and tie.

The College has implemented a number of curriculum structures and programs which have further enhanced an exciting teaching and learning environment. A re-building program has upgraded the level of many facilities in the past 5 years. This will be augmented by a Recital and Performance Centre now under construction and a new $7 million dollar stage to commence in 2016.

A broad range of co-curricular activities includes amongst others, music, drama, chess, debating, public speaking and Leadership Programs. Further leadership opportunities for male and female students are provided through the College’s Australian Army Cadet Unit, which was formally inaugurated by the then Prime Minister Julia Gillard in early 2012 and is only the third AAC Unit in a Victorian state school.

Resources, Welfare and other Features

The College has implemented a BYOD program which will encompass years 7 to 11 in 2016. Most of the classrooms in the College are equipped with Interactive Whiteboards. There is a student Wellbeing and Leadership Program which is implemented through a House system, weekly Tutor groups and a Pastoral Leadership program. Werribee Secondary College has 60 International Students who have selected the College to complete their secondary education.

Selection Criteria

SC1  Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.

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.

SC3  Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.
SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5 A commitment to professional learning and growth.

Role

Attendance :24.32 hours over 4 days (0.64)

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.

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.

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.

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.

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.

Responsibilities

1. To support the integration of Students with Disabilities into the College - specifically to assist students on an individual or group basis in specific learning areas and to provide appropriate physical and emotional care.
2. To assist classroom teachers in this integration process, specifically to assist in the preparation of student resources and equipment, observe students and draw the attention of the teacher to them where necessary and participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.
3. To assist with the movement of students to classrooms, play areas, toilets etc where required.
4. To assist with toileting, personal hygiene and grooming where necessary.
5. To supervise students as directed to ensure their safety and the safety of other students both inside and outside the classroom.
6. To assist students to enable them to participate in educational activities in the classroom.
7. To assist in the classroom with communication, note-taking, explanations of work, discipline as required.
8. To assist students who may require help in social skill development.
9. To participate in the Program Support Group (PSG) meetings and to assist with the integration process.
10. Participate in team meetings.
11. To participate in Professional Development activities both in and out of the College
12. To carry out any other duties as specified by the Principal Class Officers of the College
Who May Apply
Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Other Information

Application Instructions
Applicants should ensure that applications address and include the following:
- A response to all of the key selection criteria.
- A cover sheet providing the name of the applicant, home address, telephone number and email address where the teacher can be contacted, the position you are applying for and the vacancy number of the position
- A CV with a summary of experience and qualifications
- The names and contact details of three referees in relation to the key selection criteria
- Please ensure that include either a header or footer containing your name and the vacancy number on each page of your application.

Please submit an application through Online Registration at www.education.vic.gov.au/schooljobs.

Applicants may also apply with an emailed copy of their application to werribee.sc@edumail.vic.gov.au.

Further information about the College is available on our Website (www.werribeesc.vic.edu.au) including the “College Strategic Plan”.