Position

Integration Aide

Position Number:
823044 and 823046

Classification:
Education Support - Level 1 Range 1

Tenure:
Fixed Term
15.01.2013 - 14.07.2020 [subject to continued funding]

Hours of work:
8.45am - 3.20pm four days per week

Time fraction:
0.64 - [24.32 hrs per week]

Applications Close:
02 June 2013

Location Profile

The Mill Park Secondary College Mission Statement is 'Together we engage, educate and celebrate excellence: developing students who are respectful and responsible.' This is underpinned by a focus on the College values - Respect, Responsibility, Achievement and Enjoyment.

Mill Park Secondary College community is committed to providing a supportive, comprehensive and challenging education for all students. It is a vibrant school community, offering a diversity of excellent programs. The College has more than 1700 students on two campuses, the Middle Years Campus (Years 7-9) in Mill Park and the Senior Campus (Years 10-12) in Epping.

The College serves a wide area including Mill Park, Bundoora, South Morang, Greensborough, Epping and extends into the rural fringe towards Whittlesea and Plenty.

Mill Park Secondary College has gained an outstanding reputation for its innovative visual and performing arts programs in Years 7-12. All students are encouraged to be creative. Students participate in major Arts events each year including the Arts Festival, Song and Dance Celebration and Annual College Production. The Mill Park community looks forward to these annual events. Students study music and can also access instrumental music lessons, participate in choirs, ensembles and bands.

Mill Park Secondary College encourages participation and excellence in all areas of Sport and Physical Education. Students study Physical Education, compete in swimming and athletics carnivals, house events as well as interschool competitions. Students have access to excellent sporting facilities including an 'A Grade' multipurpose sporting field at the Senior Campus.

Years 7-9 students undertake a predominantly core curriculum program covering English or ESL (English as a Second Language), Mathematics, Science, Humanities, Languages other than English (German or Italian), Health and Physical Education, Technology and the Arts. The College also conducts a well-balanced Pastoral Program as part of the core curriculum. VCE, VET and VCAL students have access to the broadest range of studies in the northern suburbs of Melbourne. An Inclusive Curriculum Program with Integration teachers and aides support students with a disability or impairment and a Literacy program aimed at improving the outcomes for targeted students.

Mill Park Secondary College has a tradition of students achieving academic excellence. The College offers the DEECD accredited SEAL (Select Entry Accelerated Learning) Program for gifted and talented students as well as an Extension and Enrichment class for high achievers at each year level. An emphasis is placed on encouraging all students to participate in wide ranging inter, and intra-school sports program offered by the staff of the College. Students are also supported in the pursuit of other co-curricular activities such as debating, drama/theatre, dance, musical productions and art exhibitions. Student leadership is encouraged through the SRC, membership of College Council committees, participation in community activities and programs such as Peer Support/Peer Mentoring/Kids Helpline and the Supportive Friends program.

Student support and management is based on a home group system. The home group teacher has as much contact with this group of students as practicable through the teaching and Pastoral Program.

The College has excellent facilities, including a library, gymnasium and canteen on both Campuses, a Sound House Studio, grassed playing areas, outdoor paved areas for relaxation, and modern classrooms. It also has access to a Basketball Stadium, an Athletics Track, an Arts and Cultural Centre and an indoor swimming pool, which are community resources close to the College.

The College seeks to play an active role in the local community as a leading educational provider.

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
Undertake routine tasks that are usually carried out under close supervision and direction. The level of supervision will vary depending on whether there is a high variety of tasks and where priorities may change (e.g. administrative support, assisting teachers in the classroom and other educational activities, such as providing attendant care and assistance to students, general support roles, assisting in out of school care programs). Positions that work on a more independent basis will generally perform a limited number of tasks on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Tasks may involve a wide range of duties of a routine nature. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Assistance is readily available when problems arise. An experienced officer at this level 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 guidance and advice to others relative to the required tasks within the work area.

An Education Support 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 this level. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.

Responsibilities
- 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.

Who May Apply
Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

EEO & OHS Commitment
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.

Other Information
Applicants are requested to register their application via Recruitment On Line, however hard copies of applications will be accepted if applicants encounter any difficulties.

Please ensure that you:
1. Address the Selection Criteria and attach a brief work history.
2. Include the contact details [email, fax, telephone numbers] of three referees as they may be contacted as part of the selection process.

Conditions of Employment
This is a fixed-term education support class position, where the funding is specifically linked to the continuing enrolment of a student(s), and the ES employee may be employed on a fixed-term basis up to a maximum of seven years. The ES employee will be employed until the student(s) ceases to be enrolled in the school or the funding is reduced. Provided that the ES employee shall continue in employment if similar funding is allocated to the school at a comparable or higher level.

'Similar funding’ means that where funding is provided to employ a person to support a student in the first instance, the ES employee would continue to be employed if the student leaves the school provided the overall funds to employ persons to support a student(s) remain at the same level or higher.