

Co-Educator

ROLE DESCRIPTION

ROLE TITLE:	Co-Educator Primary
CLASSIFICATION:	Education Support Officer – Grade 3 Curriculum Stream
TENURE:	Permanent
COMMENCEMENT:	ASAP
HOURS OF WORK:	32 hours per week – 40 weeks per year
ADDITIONAL:	Some work will be required out of hours
RESPONSIBLE TO:	Deputy Principal – Head of Primary
KEY RELATIONSHIPS:	Internal: Deputy Principal - Head of Primary, Leadership Team (Primary), Inclusive Education Coordinator, Co-Educator Officer, Teaching Staff, Administration Staff and students. External: Parents/Caregivers and other service providers.
LOCATION:	Based at the Primary Campus, Beverley

PURPOSE

St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

POSITION DESCRIPTION

The Co-Educator will support teachers and families in providing students with special and adaptive needs with quality educational outcomes.

The position is informed by the Lasallian vision of schooling, which realises its highest expression when an integrated human and Christian education brings to fruition the optimum intellectual, spiritual, moral, social and physical talents of the student.

DUTIES:

- Support Primary staff in Teaching and Learning
- Attend Learning Support team meeting contributing to the planning of the LS program
- Assist with creating program resources tailor made for Primary students
- Conduct reading support groups (MacqLit and MinLit Programs use at the school)
- Monitor student progress with testing and Learning Support Progress Reports (LSPRs)
- Assist the Inclusive Education Coordinator with record keeping including MAZE, reading records, BAS, NEALE, Aston Index, PIPs, MacqLit and MiniLit progress monitoring and other tests as required
- Provide individual support or small group support in keeping with Learning Support programs at SMC.
- Utilise school ICT programs to support specific Learning Support programs
- Liaise between teachers and Learning Support Coordinator for issues related to student needs and attend PPL meetings for any students supported
- Attend on site meetings with outside specialist services e.g. Occupational Therapists and Psychologists
- Implement support in diverse areas from Autism support, Specific Learning Disabilities, movement programs designed by Occupational Therapists in conjunction with Learning Support Coordinator, disabilities that have been diagnosed and resourcing provided for students' specific needs
- Engage in professional development in areas related to Learning Support, e.g. Autism training, Sensory Processing Disorders in discussions with Learning Support Coordinator and Director of Teaching and Learning
- Contenance Care training as outlined in CHES; Mandatory Report training; OHS&W, Child Protection training
- Work with students on a one-to-one basis and/or small group basis to improve handwriting, gross and fine motor skills
- Modify activities and develop resources to suit a student's needs and abilities in liaison with classroom teacher and Inclusive Education Coordinator.

Other duties as required in accordance with skills and training as required by the Deputy Principal – Head of Primary.

PERSONAL CAPABILITIES

- Demonstrated understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Highly effective administration and decision-making skills that demonstrate clarity, competence and a collaborative approach
- A service provider with excellent customer service skills
- Collaborative team-player who also has the ability to work autonomously with limited supervision
- Ability to prioritise, use initiative and multi-task to achieve deadlines
- Conscientious, reliable and values driven
- Demonstrated ability to communicate effectively to other staff, students and parents
- Demonstrated commitment to life-long learning and professional development
- Excellent time management and organisational abilities
- Commitment to the purpose and philosophy of the Catholic understanding and exercise of pastoral care

EVIDENTIARY REQUIREMENTS

Essential

- Current Driver's License
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

Desirable

- Role related qualifications or experience
- Certificate in Education Support
- Experience in MacqLit and MiniLit programs
- Experience in a similar role, preferably in a school setting

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#). This Code applies standard for appropriate ethical and professional behaviour
- Adhere to the [Child Safeguarding Policy](#)
- Ensure that confidential information is handled appropriately according to the St Michaels [PrivacyPolicy.pdf](#)
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Appropriate professional dress according to the St Michael's Staff Dress Code Policy

WORKPLACE HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Position Description Review: May 2026