St Michael's COLLEGE

Inclusive Education Co-Educator and Administrator

ROLE DESCRIPTION

ROLE TITLE:	Inclusive Education Co-Educator and Administrator
CLASSIFICATION:	Education Support Officer – Grade 3 Curriculum Stream
TENURE:	Permanent
COMMENCEMENT:	18 January 2027
HOURS OF WORK:	37.5 hours per week – 42 weeks per year
ADDITIONAL:	Some work will be required out of hours
RESPONSIBLE TO:	Director of Inclusivity
KEY RELATIONSHIPS:	**Internal**: Deputy Principal Pastoral and Head of Secondary, Deputy Principal - Learning and Achievement, Director of Inclusivity, Inclusive Education Coordinator 7-8 and Inclusive Education Coordinator 9-12, Inclusive Education Team, Teaching Staff, Administration Staff and students. **External**: Parents/Caregivers and other service providers.
LOCATION:	Based at the Secondary Campus, Henley Beach

PURPOSE

St Michael's College is a member of the global Lasallian family. We are committed to creating a welcoming and inclusive Lasallian community, aligned with the College's strategic commitment to optimise student experiences, participation and outcomes.

The Inclusive Education Co-Educator and Administrator supports the delivery of inclusive education across the Secondary Campus through a combination of direct student support and administration support. The position works collaboratively with teachers, Inclusive Education Coordinators, leaders, families and external providers to support students' access, participation, learning, wellbeing and increasing independence.

The Co-Educator component of the position includes in-class support, Inclusivity Hub support, intervention program support, break-time support and individual or small-group assistance. Support may occur inside or outside the classroom and includes implementing approved adjustments, curriculum modifications, PPL goals, regulation strategies, and student support plans under the direction of the relevant teacher or Inclusive Education leader.

The administrative component provides coordinated support for Inclusive Education processes, including the NCCD, Personalised Plans for Learning (PPLs), curriculum modifications, student support timetables, parent and caregiver consent, student records, meeting administration, communication and compliance documentation.

The position handles highly confidential and sensitive student information and requires accuracy, discretion, initiative, sound judgement and the ability to work with limited supervision within established College policies, procedures and delegated authority.

DUTIES:

- Provide administrative support to the Director of Inclusivity, Inclusive Education Coordinators and Inclusive Education Team, including preparing documents, organising meetings, maintaining records and following up required information.
- Assist with the administration of the NCCD, including data entry, collating and maintaining evidence and documentation, monitoring required information and assisting with annual reporting processes.
- Assist with the preparation, maintenance and review of Personalised Plans for Learning (PPLs), including collating information, collecting correspondence and approvals, and uploading required documentation to SEQTA.
- Assist with arranging PPL, parent and student support meetings, including scheduling meetings, preparing documentation and recording agreed actions where required.
- Coordinate allied health services, including bookings, room allocation, fees, documentation and student timetable arrangements.
- Communicate with parents/caregivers, staff and external providers regarding approved adjustments, curriculum modifications, student support arrangements and Inclusive Education processes, as directed.
- Assist with the preparation, distribution and maintenance of documentation relating to curriculum modifications, adjustments, inclusive assessment arrangements and parent/caregiver consent.
- Maintain accurate and confidential student information, records, registers, spreadsheets, databases and other Inclusive Education documentation.
- Prepare routine reports, summaries, data extracts and documentation as required by the Director of Inclusivity or Inclusive Education Coordinators.
- Administer and update student and Co-Educator support timetables and communicate approved changes to relevant staff and students.
- Provide in-class, individual and small-group support to students in accordance with timetabled allocations, PPLs and approved student support plans, under the direction of teaching and Inclusive Education staff.
- Support students to access learning, understand instructions, remain engaged and use approved adjustments, learning strategies, curriculum resources and assistive supports.
- Support approved literacy, numeracy, personal development, social skills, wellbeing and other intervention programs as directed.
- Support students to develop independence, self-advocacy, organisation, self-management, social participation and responsibility for their learning.
- Support students with approved Behaviour Support Plans, Personal Care Plans, Personal Development programs and other individual plans in accordance with documented requirements and staff direction.

- Communicate relevant information regarding student engagement, progress, wellbeing and emerging support needs to teaching and Inclusive Education staff and record information in SEQTA or other approved College systems as required.
- Supervise and support students accessing the Inclusivity Hub, including during scheduled class time and break times, in accordance with College procedures.
- Attend and support students on excursions, camps, retreats, College activities and events as required.
- Attend and contribute to relevant meetings and professional learning and work collaboratively with teachers, Co-Educators, Inclusive Education staff and other relevant College staff.
- Maintain confidentiality and follow College requirements relating to child safeguarding, privacy, duty of care and work health and safety, referring significant concerns or matters outside the scope of the role to the appropriate College leader.
- Undertake other reasonable duties within the scope and classification of the position as directed by the Director of Inclusivity or Principal's delegate.

PERSONAL CAPABILITIES

- Commitment to the Mission, Vision and values of St Michael's College as a Catholic school in the Lasallian tradition.
- A genuine commitment to inclusive education and supporting the learning, wellbeing, participation and independence of students with diverse needs.
- Strong administrative and organisational skills with a high level of accuracy and attention to detail.
- Ability to organise and prioritise work, meet deadlines and manage competing tasks.
- Ability to work collaboratively as part of a team and independently with appropriate direction.
- Effective written and verbal communication skills and the ability to communicate professionally with students, families, staff and external providers.
- Ability to build positive and respectful relationships with students and support their engagement, confidence and independence.
- Ability to follow student plans, documented adjustments, College procedures and the direction of teachers, Inclusive Education Coordinators, and the Director of Inclusivity.
- Sound judgement and initiative in responding to routine situations and recognising when matters need to be referred to an appropriate staff member or leader.
- Demonstrated ability to maintain confidentiality and appropriately manage sensitive student and family information.
- Proficient ICT skills, including Microsoft Office, SEQTA and other relevant College systems, or the demonstrated capacity to learn these systems.
- Flexibility and adaptability in responding to changing student needs, schedules and College priorities.
- Commitment to ongoing professional learning and development.

EVIDENTIARY REQUIREMENTS

Essential

- Experience supporting young people in their learning, participation, wellbeing and/or social development.
- Relevant experience in an education, administration, Inclusive Education, disability or comparable setting.
- Current and acceptable Working with Children Check clearance and screening to work in Catholic Education South Australia.
- Current Responding to Risks of Harm, Abuse and Neglect: Education and Care certificate.
- Current driver's licence.
- First Aid qualification as required by the College.
- Demonstrated ICT skills and ability to use relevant administrative and student information systems.

Desirable

- Role related qualifications or experience in an Inclusive Education, College or Disability setting.
- Certificate IV in School Based Education Support, or an equivalent relevant qualification, is highly desirable.
- Diploma in Education Support or another relevant field.

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct. 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 Privacy Policy.
- 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: January 2029