St Michael's COLLEGE

Inclusive Education Co-Educator

ROLE DESCRIPTION

ROLE TITLE:	Inclusive Education Co-Educator Secondary
CLASSIFICATION:	Education Support Officer – Grade 3 Curriculum Stream
TENURE:	Permanent
COMMENCEMENT:	18 January 2027
HOURS OF WORK:	37.5 hours per week – 40 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 our strategic commitment to optimise student experiences and outcomes.

The Inclusive Education Co-Educator works collaboratively with teachers and Inclusive Education staff to support students with diverse learning and support needs in accessing, participating in, and engaging with their education.

The role provides in-class, individual and small-group support and may include targeted literacy, numeracy, personal development and wellbeing interventions, Inclusivity Hub support and assistance during break times, excursions, camps and other College activities. Co-Educators support the implementation of approved adjustments, learning goals and strategies identified in students' Personalised Plans for Learning (PPLs) and other individual student plans, under the direction of teaching and Inclusive Education staff.

The role supports students in developing independence, self-advocacy, organisation, engagement, and responsibility for their learning. An understanding of strategies that support students with diverse learning, social, emotional, behavioural and regulation needs is highly desirable.

DUTIES:

- Provide in-class, individual and small-group support to students in accordance with timetabled allocations, Personalised Plans for Learning (PPLs) and other approved student support plans, under the direction of teaching and Inclusive Education staff.
- Support students to access learning, understand instructions, engage with learning activities and use identified adjustments, strategies and resources.
- Support the implementation of learning goals and adjustments identified in students' PPLs and other individual plans.
- Work individually and with small groups of students in literacy, numeracy, personal development, wellbeing and other targeted intervention programs as directed.
- Prepare curriculum resources, learning materials, visual supports and other resources as directed by teachers or Inclusive Education staff.
- Support students to develop independence, self-advocacy, organisation, self-management and responsibility for their learning.
- Support students' social participation, emotional regulation and wellbeing using agreed strategies and approaches.
- Support students with approved Behaviour Support Plans, Personal Care Plans, Daily Living Skills programs and other individual student plans in accordance with documented requirements and staff direction.
- Provide appropriate social and emotional support to students and refer concerns to the relevant teacher or Inclusive Education staff member.
- Communicate relevant observations about student engagement, progress and emerging needs to teaching and Inclusive Education staff.
- Record relevant student support information and observations 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.
- Contribute relevant information and evidence to support the review of PPLs, adjustments and NCCD requirements as directed.
- Communicate professionally with staff and, where appropriate and as directed, parents/caregivers regarding student support and learning.
- Attend and support students on excursions, camps, retreats, College activities and events as required.
- Attend and contribute to Inclusive Education Team meetings, student support meetings and relevant professional learning as required.
- Work collaboratively with teachers, Co-Educators, Inclusive Education Coordinators, Pastoral staff and other relevant College staff to provide consistent support for students.
- Maintain student confidentiality and follow College requirements relating to child safeguarding, privacy, duty of care and work health and safety.
- 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 organisational skills, with the ability to maintain accurate student records and complete required documentation.
- 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 and Inclusive Education staff.
- 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