Caroline Chisholm Catholic College

Position Description – Disability Support Worker

CLASSIFICATION: **Educational Support Officer**

REPORTS TO: **Principal via Deputy Principal (Mission)**

The Disability Support Worker provides targeted support to secondary school students with disability, additional learning needs, or complex behaviours to enhance their access to education. The role supports students to participate fully in academic, social, and school community activities while promoting independence, dignity, and inclusion in alignment with the College's inclusive education framework.

Duties

Personal Care & Wellbeing

- Provide personal care assistance where required (e.g., mobility support, toileting, feeding).
- Support students with medical needs in accordance with documented care plans.
- Assist with transitions between classes and school activities.
- Monitor student wellbeing and report concerns.
- Attend excursions and external events with student/s.

Student Learning Support

- Provide individual and/or small group support under the direction of classroom teachers and the Learning Support team.
- Assist students to understand and complete learning tasks across curriculum areas.
- Support Personalised Learning Plans (PLPs), or Behaviour Support Plans as directed.
- Support students to develop their literacy, and numeracy skills.
- Reinforce learning strategies and accommodations recommended by specialists.

Behaviour & Social Support

- Implement positive behaviour support strategies as directed.
- Support students in developing social skills, peer relationships, and self-regulation.
- Assist in de-escalation strategies in accordance with College policies.
- Promote independence while ensuring student safety.

Classroom & Administrative Support

- Prepare and adapt learning materials under teacher direction.
- Assist with classroom organisation and supervision.
- Participate in meetings related to student support when required.

- Maintain accurate documentation and records in line with College school procedures.

Collaboration & Professional Practice

- Work collaboratively with the LSO's and Learning Diversity team, teachers, parents/carers, Student Services, and the College Executive leadership team.
- Maintain confidentiality and uphold privacy standards.
- Participate in relevant professional development.
- Adhere to child safety legislation and mandatory reporting obligations.

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- A commitment to Catholic Education
- Certificate III Individual Support, Disability, or equivalent qualification
- Experience supporting adolescents with disability in an educational setting
- Understanding of inclusive education principles
- Ability to implement behaviour support strategies
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check
- Current First Aid and CPR certification

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

Caroline Chisholm Catholic College is a Child Safe School