Djerriwarrh Community College

POSITION DESCRIPTION

Position:	Education Support Worker		
Position type:	Part time (0.6 – 0.8 FTE)	**Location:**	Melton
Ongoing/ Fixed Term:	Ongoing		
Reports to:	Diversity and Inclusion Coordinator	**Supervises:**	No direct reports
Classification:	Level 1 to Level 2.1		
Award:	Educational Services (Schools) General Staff Award 2020		
Award:	$63,959.00 per annum plus 12% superannuation, based on a full-time position (1.0 FTE). Part-time positions are paid at a reduced, pro rata rate. Staff also have the ability to access “tax free” benefits of $30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.		
Approved by:	Principal	**Date:**	November 2026

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College’s vision is to provide a community college that encourages and inspires young people to reach their personal, social and educational potential. The College delivers the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) for students aged 15-19 years in the Melton area who are unable to participate in mainstream schooling. Djerriwarrh Community College is committed to providing wrap around supports to students through Individual Learning Plans, counselling services, community partnerships and pathway programs. The College supports students to reach their individual personal, social and educational potential.

DJERRIWARRH COMMUNITY COLLEGE VALUES

Caring: We provide a safe and supportive environment.

Respectful: We treat all people fairly and equally.

Inclusive: We welcome all and put people first.

Adaptable: We respond to individual and community needs in creative and flexible ways.

Accountable: We take responsibility for our decisions and follow through on our commitments.

CHILD SAFETY

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. The College has zero tolerance for child abuse.

The College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Djerriwarrh recognises and responds to the diverse safety needs of all children and young people. This includes Aboriginal children and young people, those from culturally and linguistically diverse backgrounds, children and young people with disability, those unable to live at home, children and young people who identify as lesbian, gay, bisexual,

trans and gender diverse, intersex and queer (LGBTIQ+), and other students experiencing risk or vulnerability.

DJERRIWARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

POSITION OBJECTIVES

The Victorian Pathway Certificate (VPC) and Vocational Major (VM) is an accredited secondary certificate, which is a hands-on option for year 10-12 students, offering practical work-related experience and learning. Both certificates have four curriculum strands: Literacy and Numeracy Skills; Industry Specific Skills; Work Related Skills; Personal Development Skills.

Working under the direction of the Principal, Diversity and Inclusion Coordinator and Teachers, the Education Support Worker will support the learning outcomes for students who need significant adjustments and interventions to their learning program. The role will include some administration duties.

The Education Support Worker is accountable to the Diversity and Inclusion Coordinator and classroom Teacher and is responsible for assisting with the integration of students with disabilities and learning needs, and when required with other general duties within the classroom. This position will involve working in collaboration with the Principal, Wellbeing staff and Teaching staff. The position involves a variety of functions and will require a flexible approach.

DUTIES AND RESPONSIBILITIES

Under the supervision and support of the Principal, Diversity and Inclusion Coordinator and Teachers, the Education Support Worker will:

- Recognise and be mindful of students' personal and educational barriers to learning.
- Value, respect and empower all DCC students and young people.
- Follow the Positive Education Model, to assist students in strengthening their relationships, build positive emotions, enhance resilience and promote mindfulness.
- Work with student/s individually or in small groups on activities planned by the teaching team under the supervision of the class Teacher. This may include clarifying Teacher instructions and task demands, providing motivational encouragement, editing, organisation of student learning materials and general supervision.
- Assist the student/s to comply with Teacher instructions. Observe the students and draw the attention of the Teacher to the students when necessary. Encouraging student focus and engagement.
- Prepare equipment and materials specific to the student and classroom needs in accordance with Teacher's directions.
- Provide assistance during class activities, as required, to ensure maximum participation in programs.
- Liaise with the Diversity and Inclusion Coordinator for relevant duties.
- Respect and understand the need for confidentiality.
- Develop an effective, positive relationship with all students in the class.
- When required, accompany students on excursions and other out of school activities.

- Stimulate and encourage student independence and self-worth.
- Provide appropriate support for students with disabilities.

Student wellbeing and safety

- Actively promote a safe environment for all students and encourage students to participate in identifying strategies that will contribute to their safety and wellbeing.
- Contribute to and maintain a supportive and safe learning environment.
- Adhere to the College's Duty of Care Policy, Child Safety Policy, the Child Safe Code of Conduct and the Mandatory Reporting Policy.

Relationships and communication

- Attend and participate in staff meetings, care team meetings and any other relevant meetings.
- Actively work with colleagues to build positive relationships and teamwork. Proactively engage with students in an effort to know how they learn and how best to support them.
- Maintain a high level of interpersonal communication skills at all times, actively demonstrating courtesy, tolerance and professionalism in all interactions.

Professional standards and development

- Undertake ongoing, self-directed, professional development in support of student learning and wellbeing and share acquired learning with colleagues
- Attend and participate in college staff training days as required.
- Maintain unconditional positive regard for students.
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the College's Staff Code of Conduct and other relevant policies and procedures.
- Comply with privacy requirements in accordance with the College's Privacy Policy.
- Participate in regular external supervision sessions.

General duties

- Actively support the College purpose, vision and values in the performance of all duties and responsibilities.
- Comply with all legal requirements in regard to:
  - Child Safety and protection, including mandatory reporting obligations
  - Work health and safety
  - Equal opportunity
- Perform other duties as requested by the Principal.

KEY SELECTION CRITERIA

KSC 1: Demonstrated ability to engage with reluctant learners or students who have experienced disruption in their learning, including students with cognitive or social/emotional deficits with the aim of re-engagement.

KSC 2: Capacity to work cooperatively with a range of stakeholders and communicate effectively with teachers, leadership, students and parents.

KSC 3: A commitment to professional learning and development in order to improve student outcomes.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- A minimum of Certificate III in Education Support required
- Demonstrated experience working within a flexible learning environment would be advantageous
- Working with Children Check required
- Nationally Coordinated Criminal History Check
- Excellent interpersonal and collaborative skills
- Current Victorian Drivers Licence advantageous
- Mental Health First Aid Training or willingness to undertake
- First Aid Training and Anaphylaxis training or willingness to undertake
- Child safe training or willingness to undertake

LEGAL REQUIREMENTS

Child safety and protection

Djerriwarrh is a child safe organisation and complies with:

- *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*
- *Education and Training Reform Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Working With Children Act 2005*
- Ministerial Order No. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises

Health and safety

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to the Principal.
- Comply with work health and safety policies and procedures and follow directions given by the Principal in relation to safe work practices.

Privacy

Djerriwarrh Community College acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.

The College complies with the:

- *Privacy Act 1988*
- *Freedom of Information Act 1982*

Access and equity

Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

The College conducts all activities free from sexual harassment and unlawful discrimination which contravenes the following legislation:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*
- *Disability Act 2006*
- *Equal Opportunity Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*

Declaration			
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.			
Employee	Name:	Signature:	___/___/___
Principal	Name:	Signature:	___/___/___