

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 2	Role Type	Integration Aide
Job Posting Title	ES1-2 Integration Aide		
Subjects/Duties	Teacher Aide-Integration Aide	Level	Secondary Years 10-12
Begin Date	28/01/2025	End Date	
Regular/Temporary	Ongoing		
Hours	37.75		
Reference #	1434558		
Contact Name	Belinda Hudak		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	30/09/2024		

Position Descriptions

Visible Description Type Internal and External Conditions of Employment

Description This vacancy is specifically linked to Student Support Funding and is ongoing. If the funding reduces or ceases during the first seven years of employment, employment may cease subject to the provision of at least 12 weeks ' notice.

Visible Description Type Internal and External EEO AND OHS Commitment

Description Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

Description The Department of Education is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and

harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au

Visible Description Type Internal and External Role

As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless otherwise agreed, an education support class employee will be in attendance for 7.6 hours daily (for a full-time employee) between 7am and 6pm from Monday to Friday.

Description Due to the nature of this role, it is deemed necessary to have specified hours as listed below.

Hours of Work	Monday	Tuesday	Wednesday	Thursday	Friday
27.75 hrs / week	9.00-3.15pm	9.00-3.15pm	10.30-3.15pm	9.00-3.15pm	9.00-3.15pm

Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a).

An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the *Education and Training Reform Act 2006 (Vic)* or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.

Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.

Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

Visible Description Type	Internal and External Other Information
-------------------------------------	--

Description	<ul style="list-style-type: none">• All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.• Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.• A probationary period may apply during the first year of employment and induction and support programs provided.• Detailed information on all terms and conditions of employment is available on
--------------------	---

the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External
Other Information

Thank you for your interest in this vacancy at Mildura Senior College

Applicants should address the key selection criteria.

Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.

Description

Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.

If you have an Employee ID Number, please include it on your application.

Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).

A copy of your current Employee Working With Children Check will be required if successful.

Visible Description Type Internal and External
Selection Criteria

Description

SC1 Demonstrated practical knowledge and skills associated with assisting young people with learning and self-regulation.

SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary. Including high level written & oral communication skills.

SC3 Capacity to undertake routine support tasks within a school environment and an ability to support teachers and students in the classroom, who are undertraining VCE / VM / VET Studies.

SC4 Capacity to work cooperatively with a range of people including teachers,

education support, students and parents.

SC5 Demonstrated ability in the use of office systems including Microsoft & Google to allow for data entry and compliance documents.

Visible	Internal and External
Description Type	Responsibilities

The Integration Aide is responsible for the following:

Assist students on an individual or group basis in specific learning areas as determined by the Leading Teacher and Wellbeing Coordinator.

Assist with the communication between students and teachers, particularly the interpretation of instructions.

Providing routine support for teachers by assisting with the preparation of student resources, equipment, and routines.

Set up and put away equipment and materials in support of teaching programs.

Description **Assisting teachers with communication with parents about routine matters.**

Providing basic physical care and wellbeing support for students.

Providing medical intervention support to students, if they have a specific medical condition that requires assistance.

Addressing immediate behavioural presentations relating to specific students within a classroom setting aligned to school policy and procedure.

Completing Compass chronicles, incident reports and a running record of the day.

Provides basic support and supervision for individuals or small groups of up to 4 students within a classroom setting.

General:

Communicate effectively and foster positive relationships with all members of the school community.

High level organisational and time management abilities.

The ability to work effectively in a team environment.

Actively seek and participate in professional development (Subject to College P&D guidelines).

Attend and participate in ES team meetings.

Participating in the Colleges performance and development processes in line with DET requirements.

General duties as directed by the Principal within the requirements of ES1-2 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

Other Requirements:

Current Drivers Licence

Current Working with Children Clearance

Experience working in similar role or setting is highly desirable.

Relevant certificate or qualification relating to Education Support or similar is highly desirable

Visible Description Type	Internal and External Location Profile
-------------------------------------	---

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne.

The College has a student population in 2024 of 1024 enrolled students with the addition of Year 10 VCE and VET students undertaking accelerated studies. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Vocational Major (VM). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VM, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VM Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

Description

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College, Henderson College and Mildura Christian College. There is close cooperation with these colleges to support student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VET advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 136 members of staff including 86 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student cohort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of *Respect, Responsibility, Resilience, Independence and Success* reflect the culture and behaviours the College aims to develop in students, to enable

them to become outstanding young people as they transition on their pathways to the future.

Visible Description Type Internal and External
Who May Apply

Description Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Visible Description Type Internal and External
Child Safe Standards

Description Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the department's exemplar available at:

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

Visible Description Type Internal and External
DE Values

Description The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	11/09/2024	30/09/2024
Internet	External Posting	11/09/2024	30/09/2024

Job Information

Created By 09638123(Heidi Earle)
Created 05/09/2024
Opening to Fill L(Limited Number of Openings)

Target Openings	1
Available Openings	1
Business Unit	DOEBU(Dept of Education and Training)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	
Status Date	11/09/2024
Date Authorized	05/09/2024
Fixed Term Reason Verified	

Staffing information

Region	AUS
Schedule Type	Part-Time
Work Period	DOE Weekly