



GLENROY SPECIALIST SCHOOL

## Education Support Staff- We're hiring in 2025!

Passionate about working with children aged 5-18 with a disability? We are looking for five Education Support Staff to join our passionate, dedicated and fun team. You will be working in a supportive environment alongside speech pathologists, occupational therapists, physiotherapists, teachers, nurses and education support staff to create an engaging and optimal learning environment for students while participating in our mealtime program.

You will see a wide variety of conditions, including cerebral palsy, spina bifida and Angelman's syndrome. Full training is provided by our therapists and ongoing professional development is supported.



### ATTENDANCE

These roles are to be worked from 8.45 am to 3.25 pm Monday through to Friday.  
(Includes paid school holiday leave.)



### WHO CAN APPLY?

- Hold an employee Working with children check or be willing to obtain one.
- Are willing to undergo training as provided by our therapists
- Have 2 referees

Please send applications with addressed selection criteria to the email below.

### QUESTIONS?

For more information, contact Aynsley Frazier at 03 9304 2263 or [aynsley.frazier@education.vic.gov.au](mailto:aynsley.frazier@education.vic.gov.au).

## ROLES & RESPONSILBILITIES

- With the necessary training, teacher assistants are expected to undertake duties that include:
  - - Pushing children in wheelchairs including engaging and disengaging brakes.
  - - Transferring students to and from buses including harnessing wheel chairs in buses.
  - - Lifting and hoisting students.
  - - Transferring students into standing frames, walking frames, onto bikes and onto classroom furniture
  - - Physically supporting students in walking and bike riding programs
  - - Dressing and undressing students.
  - - Physically supporting and working with students in the pool
  - - Physically supporting and working with students in classroom and therapy programs including floor physiotherapy programs
  - - Supporting student communication including using specialised equipment
  - - General educational support including coactive assistance to access programs.
  - - Preparation of teaching aides and equipment
  - - Set up of large equipment for specialised programs
  - - Mealtime assistance
  - - 1:1 care of students with high medical needs following procedures determined by RCH Home and Community Care team, and after appropriate training
  - - Supporting students on excursions and camps including all aspects of personal care
  - - Maintaining personal hygiene of students including attendant care as required.
  - - Playground duty including supporting students in recreational activities
  - - Maintaining the cleanliness of classrooms and children's outside play areas and setting up of portable playground equipment.
  - - Maintaining displays
  - - Administration duties

# Glenroy Specialist School



Glenroy Special School provides a stimulating, caring and safe learning environment for students with physical disabilities/health impairments. We provide for students who are aged from 5 to 18 years and currently have an enrolment of 167.

The school environment is designed with an extensive hoist system, internal & external play areas, hydrotherapy & nursing facilities, and a transport hub for the fleet of buses that transport the students to and from school.

Many students have multiple disabilities with visual impairment, hearing impairment and epilepsy in addition to their physical disability. We also have students with high-support health care needs. Three nurses manage the general wellbeing and health support. Glenroy Special School staff work together to provide students with a comprehensive program within an integrated curriculum. Therapy is conducted within the classroom by the whole team.

The school is divided into three sub-schools each with a sub-school leader. Sub-schools are age based with individual classes formed to cater for student academic and social abilities. Our senior school offers Transition programs. School specialist teaching rooms include art, library, music/music therapy, physiotherapy and OT spaces, sensory rooms, and a hydrotherapy pool. All staff support students in education, therapy & recreation programs. All staff participate in personal care programs and are involved in manual handling.

# Education Support Staff Roles & Responsibilities



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.

# Selection Criteria



1. Demonstrate successful experience in working as a team to support students with significant physical and multiple disabilities to engage in classroom learning and to actively participate in all school programs.
- 2.. Demonstrate the ability to communicate effectively with a range of individuals including teachers, therapists and students including the ability to accept direction and feedback.
3. Demonstrate a high level capacity to work in an aquatics program with students who have multiple disabilities and the understanding of the important considerations when doing this work.
4. Demonstrated ability to be physically involved in programs across the school including aquatics, physiotherapy, mobility training, manual handling and student personal care as required.

Salary is paid at a rate of a Education Support Class Level 1 Range 2.

(Includes paid school holiday leave.)

Applications close 21st May 2025