



POSITION INFORMATION DOCUMENT

TITLE	Secondary Curriculum Support Officer	REVIEWED DATE	16/10/2026
ESO STREAM	Curriculum Stream	CLASSIFICATION	3
EMPLOYMENT TYPE	Temporary	WEEKS WORKED	41

MISSION AND VISION

Our Mission

A Catholic College educating girls in the Dominican tradition.

Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

Governance

St Dominic's Priory College is one of the education ministries of Dominican Education Australia (DEA). DEA has oversight of six schools and appoints for each a governing Board of Directors which is incorporated under *the Corporations Act 2001 (Cwlth)*. The Trustees of DEA and the College Board of Directors assure our Catholicity, fidelity to the Dominican Charism, formation of Board members, excellence in teaching and learning and financial stability.

Safeguarding Children and Young People

The College is a Child Safe employer and committed to the welfare and protection of children and young people with zero tolerance of abuse. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures, with astute understanding and awareness of the College's Professional Boundaries Policy.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Be fully versed in the College Professional Boundaries Policy.
 - Foster positive and safe cultures for children and young people.
 - Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
 - Adopt strategies and act to prevent harm to children and young people.
 - Safeguard against a child at risk of harm.
 - Respond effectively if harm is suspected or confirmed.
 - Respect diversity in cultures whilst keeping children and young people safety paramount.
 - Attend education and training as required.
 - Be familiar with relevant College policies and procedures.
-
-

GENERAL ROLE DESCRIPTION

Under the direction of the Teaching and Learning Coordinator and the Secondary Inclusive Education Coordinator, support and assist teachers to meet the students identified educational needs. Receiving little direct supervision and subject to occasional progress checks, the position will support teaching staff with student learning activities.

This position reports to the Teaching and Learning Coordinator and is accountable to the Secondary Inclusive Education Coordinator.

KEY WORKING RELATIONSHIPS

- College Principal
- College Leadership Team
- Teaching and Learning Coordinator
- Secondary Inclusive Education Coordinator
- Inclusive Education Team
- College Staff
- Students
- Parents/Families/Guardian

PERSON SPECIFICATION

The person holding the position of Secondary Curriculum Support Officer at the College will:

- Demonstrate a capacity and desire to actively contribute to the Catholic ethos of the College.
- Have a deep understanding of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Demonstrate a commitment to child safeguarding and professional boundaries policies, procedures, guidelines, and reporting.
- Build, develop and foster relationships with Parents, the wider College Community and employees, whilst maintaining a high degree of integrity, confidentiality, sensitively and discernment.
- Demonstrate outstanding verbal and written communication skills and the ability to prioritise and meet deadlines with limited direction.
- Demonstrate highly developed organisational abilities and time management skills, including the ability to succeed in a busy and dynamic environment.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and colleagues.
- Be resourceful, flexible and self-motivated to work independently.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.
- Maintain skills with using current programs and software (currently Edval, SEQTA, Consent2Go and Synergetic).

EXPERIENCE AND SKILL SET

The Secondary Curriculum Support Officer will have the following skills and attributes:

- Relevant qualifications and / or experience.
- High degree of trust to work with minimal supervision.
- Ability to meet strict deadlines and manage conflicting priorities.
- Effective, positive behaviour management skills when working with students.

- Ability to work in a team environment.
- Experience in working in a school environment (desirable).
- Experience in working with secondary students with low progress in literacy and numeracy (experience with running MultiLit and numeracy interventions (desirable).
- A demonstrated ability to manage excellent working relationships with internal and external stakeholders.

KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment, under the supervision of a teacher, of the learning needs of students.
- Carry out a wide variety of tasks associated with classroom learning experiences (e.g. assisting teachers in preparing, implementing and supervising classrooms and/or intervention programs).
- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher.
- Supervise and care for students with formally identified special needs in accordance with Personalised Plans for Learning (PPL) as applicable.
- Demonstrate practical activities within a variety of routines, methods, and experiences under supervision of teachers where discretion and judgement are required.
- Participate in the evaluation of programs and student involvement.
- Provide yard duty support to teachers in accordance with school procedures.
- Assist with identifying student learning or behaviour challenges.
- Provide specialist advice, under the supervision of the teacher (or delegate), to students in relation to handling and the use of materials and equipment e.g. photography, science experiments, video and audio recording, document preparation on computers and language laboratories.
- As applicable, and in consultation with the subject specialist, undertake specialist instruction to students in specific areas e.g. music, languages, dance, drama.
- Assist in following up student assignments to ensure work is submitted as required.
- In consultation with teachers and others, select appropriate reference materials and other educational tools to support student learning.
- Assist teachers with the care and supervision of students during excursions, sports days, activities and other classroom or educational activities.
- Assist with physical requirements of students requiring special care, as appropriate.
- Actively participate in school activities, events, staff and team meetings, required training, professional development and professional reviews.
- Demonstrate an understanding of Maths and Science curriculum by utilising and adapting teaching aides, and alternative programs, (as directed by the Teacher) to assist with student learning, assessment and reporting.
- Undertake other duties as directed by the College Principal.

QUALIFICATIONS AND ROLE REQUIREMENTS

A certificate IV in Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.

SPECIFIC REQUIREMENTS

The following mandatory requirements must be maintained.

- A valid Department for Human Services (DHS) Working with Children Check (WWCC)
- A valid Screening as issued by Catholic Archdiocese of Adelaide to work in Catholic Education SA
- Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- HLTAID004 Provide an emergency first aid response in an education and care setting
- SALT Compliance Training and WHS modules, as issued by the Catholic Education South Australia, as required.

WHS RESPONSIBILITIES

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 PID indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.