

# Education Support Specialist

## STATEMENT OF DUTIES

FEBRUARY 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School or College
Supervisor	Principal/Specified Teacher(s)/School Business Manager
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Education Support Specialist Level 1 - 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time up to 70 hours per fortnight, 52 weeks per year including 11 weeks annual leave which is taken during school holiday periods.
Location	Statewide

## Primary Purpose

To provide support with the delivery of instructional practices and contribute to the improved learning outcomes of students, including high level instructional or differentiated support, small group work and student supervision in a range of key areas involving Early Childhood Education, Literacy and Numeracy, Special Education and Behaviour Support.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for the efficient practice, application and/or completion of tasks while maintaining regular ongoing lines of communication with the student's class teacher to improve student learning outcomes. The occupant assists with the physical and emotional well-being of a student or group of students.

Tasks are undertaken according to established guidelines, systems and processes with some interpretation to achieve specified outcomes. The occupant is expected to exercise independent judgement, creativity and initiative with general instruction provided by a specified teacher.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Participate in all stages of the planning cycle and the implementation of co-constructed learning plans for groups of students, record student observations and independent application of new learning for teacher records and provide in and out of classroom supervision.
2. Facilitate small group and one to one differentiated instruction to reinforce learning, practice and apply concepts introduced by the classroom teacher as part of a personalised approach to learning.
3. Assist with researching appropriate ICT-based learning materials, software and systems for classroom use and assist students to utilise such materials.
4. Assist in planning and preparing the learning environment, including preparing materials, supplies and technologies and implementing assessment templates and/or instructional activities.
5. Assist in gathering and recording relevant qualitative and quantitative data to support the monitoring, assessment and reporting of student's achievement.
6. Provide additional assistance to students from diverse cultural backgrounds, students with special needs, students with disabilities and Aboriginal students.
7. Attend specified staff meetings, team planning meetings and ongoing professional learning opportunities as identified by the Principal.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. High level knowledge and understanding of educational processes and methods, including Early Childhood Education, Literacy and Numeracy, Special Education and Behaviour Support, or the ability to acquire such knowledge.
2. Well-developed interpersonal, written and verbal communication skills to effectively liaise with a wide range of stakeholders including individuals and groups from diverse backgrounds.
3. Proven ability to exercise independent judgement with planning and time management skills to achieve outcomes including the ability to produce timely information that is clear, accurate and concise
4. Proven capacity to work as part of a team, particularly in an education setting, to assist in implementing instructional activities aimed at improving student learning outcomes.
5. Personal skills of flexibility, initiative and adaptability as well as a high degree of motivation.
6. Demonstrated capacity to understand the diverse learning abilities of students in differentiated settings.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### **Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Diploma Education Support, Associate Degree Education Support and/or relevant tertiary qualifications

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 973874 – Deputy Director Strategic Recruitment and Payroll  
Operations – February 2024  
Request:  
Date Duties and Selection Criteria Last Reviewed: e.g. 02/24 SW

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