

## ES1-2 Disability Inclusion & First Aid/Triage Officer

### POSITION DETAILS

|                   |                                                                     |                |                                                      |
|-------------------|---------------------------------------------------------------------|----------------|------------------------------------------------------|
| Region            | Barwon South-West                                                   | Area           | Warrnambool                                          |
| School            | Warrnambool College                                                 | Classification | Education Support Level 1 – Range 2                  |
| Employment Status | Ongoing                                                             | FTE            | 0.86                                                 |
| Hours             | 32.70 hrs per week                                                  | Salary Range   | \$56,580 - \$72,460<br>(Full-time equivalent salary) |
| School Website    | <a href="http://wblcoll.vic.edu.au/">http://wblcoll.vic.edu.au/</a> |                |                                                      |

### ROLE

The Education Support – Inclusion and First Aid Triage position provides classroom support to students with additional learning needs while contributing to the effective operation of the College's First Aid and Wellbeing services.

### CLASSIFICATION CONTEXT AND TASK LEVEL

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Key responsibilities include supporting student learning and wellbeing, communicating regularly with teachers and other staff and demonstrating inclusive practices that enable all students to access the curriculum and participate in learning.

The position has three key responsibilities:

**A. Inclusion Classroom Support:**

Provide targeted classroom support during Periods 1, 2, 3 and 6, implementing documented learning adjustments and strategies to improve student engagement, learning, independence and behaviour.

**B. Daily First Aid and Wellbeing Triage:**

Provide two hours of scheduled daily coverage during the middle of the school day, responding to student medical and wellbeing needs.

**C. Designated Triage Replacement:**

Act as the designated replacement for the full-time First Aid/Triage Officer during planned and unplanned absences, assuming responsibility for the triage function during these periods.

### REPORTS TO

The position works collaboratively across the Disability Inclusion and Student Wellbeing teams. The position has line management responsibilities to the DI Assistant Principal and, on a day-to-day basis, is accountable to the Disability Inclusion Leader who will:

- Coordinate classroom Inclusion allocations.
- Provides direction regarding student learning support.
- Coordinates replacement classroom support during triage relief.

## RESPONSIBILITIES

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### **A. Inclusion Classroom Support – approx. four periods a day**

- Provide direct classroom support to identified students.
- Assist teachers to implement Individual Education Plans (IEPs), reasonable adjustments and behaviour support strategies.
- Support students with learning tasks, communication, engagement and self-regulation.
- Assist with differentiated and modified learning activities under teacher direction.
- Promote student independence, participation and positive classroom behaviour.
- Communicate student progress and emerging concerns to classroom teachers.
- Maintain appropriate student learning and support records.
- Participate in relevant Disability Inclusion meetings and professional learning.

### **B. First Aid and Wellbeing Triage – Two Hours Daily**

- Provide scheduled coverage of the First Aid/Wellbeing area for two hours during the middle of the school day.
- Respond to students presenting with illness, injury or wellbeing concerns.
- Administer first aid and authorised medication in accordance with College procedures.
- Monitor students accessing Sick Bay and designated wellbeing spaces.
- Undertake initial wellbeing intake and facilitate referrals to appropriate staff.
- Maintain accurate student attendance, medical and first aid records.
- Communicate with parents/carers and relevant staff as required.
- Maintain a safe, organised and welcoming First Aid/Wellbeing environment.
- Support the daily operation of first aid services and associated administrative tasks.

### **C. Designated Replacement for First Aid/Triage Officer**

The employee is the designated replacement when the full-time First Aid/Triage Officer is absent, for both planned and unplanned absences.

During these periods, the employee will:

- Assume responsibility for the daily operation of the First Aid/Triage service, with such First Aid/Triage responsibilities taking priority over scheduled classroom Inclusion duties.
  - Provide first aid, medication administration and student health support in accordance with relevant procedures.
  - Manage student presentations to Sick Bay and initial wellbeing triage.
  - Maintain medical records, student attendance documentation and incident reporting.
  - Communicate with parents/carers, staff, medical professionals and emergency services as required.
  - Coordinate access to relevant wellbeing staff and external services.
  - Maintain first aid supplies, equipment and medical documentation.
  - Support implementation of student medical management plans.
  - Undertake relevant first aid administration and operational responsibilities normally performed by the full-time Triage Officer.
  - Liaise with the Wellbeing Team and College leadership to ensure continuity of service.
  - The Disability Inclusion Leader will coordinate alternative classroom support arrangements.
  - The employee will return to their normal Inclusion and two-hour triage allocation when the full-time Triage Officer resumes duties.
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The employee is expected to:

- Work flexibly across classroom and First Aid/Wellbeing settings.
- Maintain current first aid training and required competencies.
- Demonstrate effective communication, organisation and teamwork.
- Maintain confidentiality and accurate student records.
- Follow relevant Department and College policies and procedures.
- Demonstrate Warrnambool College values of Respect, Responsibility and Resilience.
- Undertake other duties consistent with the ES 1-2 classification, as directed by the Principal or delegate.

## **CONDITIONS OF EMPLOYMENT**

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### **Qualifications:**

- Current first aid qualifications appropriate to the role.
- Completion of relevant CPR, anaphylaxis and asthma management training.
- Ability to meet Department child safety and employment requirements.
- Demonstrated experience supporting students with additional learning needs is desirable.
- Willingness to undertake ongoing professional learning in student inclusion, first aid and wellbeing.

## **SELECTION CRITERIA**

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### **SC1 – Student Learning and Inclusion**

Demonstrated capacity to support students with additional learning needs and implement classroom adjustments under teacher direction.

### **SC2 – First Aid and Student Wellbeing**

Demonstrated knowledge of first aid procedures and capacity to respond appropriately to student health, safety and wellbeing needs.

### **SC3 – Communication and Relationships**

Demonstrated ability to communicate effectively and respectfully with students, teachers, parents/carers and other professionals.

### **SC4 – Organisation and Adaptability**

Demonstrated ability to manage competing priorities, work across different school settings and adapt to changes in daily responsibilities.

### **SC5 – Documentation and Confidentiality**

Demonstrated ability to maintain accurate records, use school information systems and manage confidential student information appropriately.

### **SC6 – Teamwork and Professional Practice**

Demonstrated capacity to work collaboratively across Disability Inclusion and Wellbeing teams, follow established procedures and contribute to a safe, inclusive school environment.



## EEO AND OHS COMMITMENT

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The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. 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.

## CHILD SAFE STANDARDS

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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: [Child Safe Standards: Policy | education.vic.gov.au](https://www.education.vic.gov.au/childsafe/standards/Pages/Child-Safe-Standards-Policy.aspx)

## DE VAULES

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The Department's employees commit to upholding DE's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DE'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 DE values is available at: <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

## OTHER INFORMATION

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Applications must include:

- A cover letter providing contact information including home address, email, and phone number.
- A CV with a summary of experience, qualifications and your Working with Children Check (WWCC) number.
- Specific Key Selection Criteria response.
- The names, email addresses and contact details (email and phone) for two referees.

For ease of handling by the school, all documents (cover letter, CV, and key selection criteria responses) can be saved as one pdf and uploaded to Recruitment Online. Please also ensure that your name is included in the header of each document.

Applicants seeking further information about the school or this position, are encouraged to contact the Jenny Waterhouse – Business Manager prior to the closing date of applications on 03 5564 4444 or email [warrnambool.co@education.vic.gov.au](mailto:warrnambool.co@education.vic.gov.au)

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>

This position description describes in general terms the normal duties which the Education Support is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

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<http://education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

