



PICTON HIGH SCHOOL

Creating Opportunities Achieving Success

480 Argyle Street Picton 2571
02 4677 1242
Picton-H.School@det.nsw.edu.au

Casual – School Learning Support Officer (SLSO)

Expression of Interest

In accordance with the Department of Education role statements, the position of School Administrative Officer can include (but is not limited to) the following;

- School Learning Support Officers

A School Learning Support Officer works under the direction and supervision of the classroom teacher, assist in classroom activities, school routines and the care and management of students with special needs. Generally, their role includes assisting teachers in school to:

- Implement individual education programs (IEPs)
- Provide opportunities for students to develop personal, social, independent, living and pre-vocational skills
- Attend to the personal care needs of students, and
- Operate audio-visual aids, duplicating, issuing learning materials and clerical duties.

If you are interested in becoming part of a casual pool of non-teaching staff at Picton High School, please submit to the school either personally or via email (picton-h.school@det.nsw.edu.au) the following:

- your current resume which includes the names and contact details of two referees
- a cover letter of no more than one page, please address the following:
 - What is your philosophy of student learning support?
 - Detail your experience and training in student learning support.

If your application is successful and you are short listed, you will be required to provide your proof of identity information and complete a CRIMTRAC declaration. As this is child-related position, you will also be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment (if you do not already have this). For more information, visit <http://www.kidsguardian.nsw.gov.au/working-withchildren/working-with-children-check>

You will also be required to complete mandatory training as follows;

- Anaphylaxis e-learning (APTSS) (H&S)
- e-Emergency Care (APTSS) (H&S)
- Mandatory Child Protection Training (MyPL)
- Corruption Prevention for Public Schools (MyPL)
- WHS Induction for Employees (H&S)
- Code of Conduct

Any queries relating to this can be directed to the School Administrative Manager (SAM) on the school phone number 46771 2421 or via the school email picton-h.school@det.nsw.edu.au