

Job Description

Department:	Eltham High School	Location:	Eltham High School
Classification	Ed Support Level 1-Range 2		
Position Description	First Aid Officer - Eltham High School		
Subject/Duties		Level:	
Begin Date	27/04/2020	End Date:	
Regular/Temporary:	Ongoing		
Hours	28.75		
Reference #	1189696		
Contact Name	Kristina Elvey		
Phone	9430 5105		
School Website	www.elthamhs.vic.edu.au		
Apply By	11/04/2020		

Location Profile

Eltham High School is a large secondary school on the urban rural fringe of north eastern Melbourne. The school's primary focus has always been to enhance student outcomes through the provision of high quality teaching and learning strategies.

Eltham High School is highly regarded as an educational institution. Its reputation as an outstanding academic school is well recognised within the community and education circles. The co-curricular opportunities offered to our students across a range of areas including the performing and visual arts programs and the elite sports program are outstanding. Engagement with student leadership initiatives is sustained across all areas and levels of the school.

Eltham High School has established a tradition through its strong commitment to the areas of:

- Inspiring through excellence
- Creativity
- Individuality
- Social Justice.

Eltham High School is a school with high expectations where you feel safe to be yourself and challenged to think critically, to work independently and in teams, to show leadership and to achieve success along many pathways.

We believe that the "Deeds that Count" are:

- Respect
- Integrity
- Respect for diversity
- Environmental and social responsibility.

Further information is available at www.elthamhs.vic.edu.au

Selection Criteria

- SC1 Demonstrated experience and skills in coordinating a specific education support function.
- SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.
- SC3 Demonstrated high level oral and written communication skills.
- SC4 Possess the technical knowledge and expertise relevant to the position.
- SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.
- SC6 Demonstrated commitment to professional learning and growth for both self and others.

Role

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated 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.

Performs 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 laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Responsibilities

Provision of First Aid services

- ensure that all first aid procedures are in accordance with the current Worksafe compliance code
- provide first aid treatment to injured or ill students, staff and visitors
- assess condition and when necessary send patient home
- when required supervise students taking medication
- provide advice when necessary to parents and staff regarding the medical condition and demeanour of students
- prepare first aid kits for excursions or other events
- provide first aid post during school emergency procedures
- provide first aid post at designated "whole school" activities off campus (eg. athletics sports)
- liaise with emergency services as required
- maintain register of staff trained in First Aid/Asthma/Anaphylaxis
- maintain EpiPen expiry register
- maintain records in C21 and Compass chronicle of first aid treatment of students
- complete injury reports on Edusafe/Worksafe/Emergency Management when necessary
- record student attendance at sick bay using Compass Chronicle
- restock and maintain first aid kits on campus and those used for excursions
- order first aid supplies within the First Aid budget
- report injuries caused by dangerous practices, structures or equipment to OH&S representative or Business Manager
- from records of treatment/sick bay attendance, advise subschool coordinators, Student Services Leader and/or parents if patterns emerge indicative of medical or other problems at school or at home
- provide advice to staff/students on first aid matters

Provision of First Aid training

- when requested, provide information sessions to students and staff on first aid matters
- provide EpiPen verification opportunities for staff
- in conjunction with an approved First Aid Training Provider organise first aid training for staff
- provide twice yearly staff briefing in anaphylaxis

General Administration support

- provide general administration support to the general office or other areas of the school as requested

Other duties as directed by the Principal

This is a part-time (28.75 hours per week) position and unless requested, attendance is not required during the school holidays.

Remuneration and leave entitlements are according to the Victorian Government Schools Agreement 2017. **Hours of employment are 9.00am to 3.15pm Monday to Friday** with a 30 minute lunch break per day.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

EEO AND OHS Commitment

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

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

DET Values

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

Other Information

QUALIFICATIONS required:

- current level First Aid Level 2 Certificate which must be maintained during appointment (training funded by school)
- current Victorian driver's licence
- hold, or be prepared to complete training for the School Anaphylaxis Supervisor qualification
- successful applicant must hold a current employee Working with Children Check

Conditions of Employment

- 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>