



JOB DESCRIPTION

Title:	Education Support Worker
District:	Otago/Southland
Group:	Learning Support

Role

You will be working with a child or children with special education needs to support their presence, participation and learning in an Early Childhood Education setting.

You will work in collaboration with the early intervention team, the child's parents/caregivers/whānau, teachers and other educators.

More information about special education is available on the Ministry's website: www.education.govt.nz.

Team

Your team is part of a wider district service operated by Learning Support which is part of the Sector Enablement and Support Group of the Ministry of Education.

You are responsible to, and work through the Leadworker for the child, and ultimately to the relevant Service Manager.

Key Tasks

While you are working as an ESW you will use your initiative to undertake key tasks that support the staff of the centre to ensure the child is fully included in all aspects of the curriculum.

This is likely to include

- Getting to know the child well, valuing them as individuals and forming a consistent warm relationship with the child.
- Getting to know the staff and children at the centre and becoming familiar with the centre's policies (including Health and Safety), procedures and practices.
- Supporting full participation in Centre activities, routines and celebrations.
- Supporting children's spontaneous learning and allowing them to make choices and to make 'mistakes'.
- Following the child's lead in their chosen activity and extending the child's play.
- Creating opportunities for interactions.
- Involving the child in group times.
- Encouraging the development of friendships between the child and other children at the Centre.
- Encouraging independence and problem solving skills.
- Assisting in the planning of the child's Individual Plan.
- Implementing aspects of the child's Individual Plan using strategies that have been agreed by the team.
- Keeping some brief written records of the child's progress.
- Developing appropriate and professional relationships with families, Centre staff and Ministry of Education – Learning Support (MOE – LS) colleagues.
- Responding appropriately to the day to day professional guidance and direction of the Centre teaching staff.
- Other tasks as negotiated with the child's MOE – LS Lead Worker.

You will also be required to:

- Undertake professional development to build the knowledge and skills required to implement the Individual Plan.
- Complete required administrative and reporting tasks.
- Attend meetings and training sessions as required.

Personal requirements

These are the skills, abilities and experience you need to be an education support worker.

- An ability to work cooperatively as part of a team and within the practice and philosophy of the early childhood education setting(s) you are working in.
- Commitment to the policy of inclusion of all young children in regular early childhood education settings.

- An understanding and appreciation of the prime importance of family / whānau in the child's life.
- A positive attitude and belief in the individual child and their potential.
- An understanding of how children learn through play.
- Ability to plan and manage time effectively
- Proactive and practical problem solving ability.
- Openness to new ideas and willingness to learn and use opportunities.
- An understanding of the need for confidentiality and discretion.
- Good listening and communication skills and written skills.
- Sensitivity to Māori and other cultural and ethnic groups.
- A warm and friendly personality and a good sense of humour.
- Practical experience working with children.
- A current New Zealand driver's licence.