



Smithfield State High School

EXPRESSION OF INTEREST

STUDENT SERVICES SUPPORT OFFICER, AO2 ADMINISTRATION OFFICER

Vacancy: Temporary, AO2 Administration Officer

Position: Part-time at 6 hours per day (plus ADO), 5 days per week

Duration: 20/01/2025 to 12/12/2025 (with the possibility of extension)

EOI Close: 4:00pm Friday, 16 November 2024.

This opportunity is for someone who enjoys the rewards of making positive impacts on the lives of young students. The preferred candidate will work with the *Student Support Officer (SSO)* to:

- Promote and contribute to a positive school culture in which there are high expectations for behaviour, respect and safety.
- Monitor students who regularly sent to/present at the Wellbeing Hub and refer to the relevant support staff member for appropriate support or intervention.
- Work collaboratively with colleagues in the Student Services Department and the wider staff to support students 'at risk' of disengaging.
- Help to defuse situations where students are upset, supporting them to de-escalate and return to their normal educational program.

The Role:

- Support students to engage in their learning by providing appropriate support or referring for suitable support/intervention
- Work with the SSO to maintain the detention register and deliver student reminders
- Work with the *Attendance and Truancy Officer* to support truancy; recording in OneSchool and bridging to the school's detention system
- Maintaining the detention system register and delivering student reminders
- Support and coach truant students into the classroom and engaging into the lesson
- Implement restorative and trauma aware practices, including de-escalation strategies when supporting students
- Implement the "Buddy Class" system and support students who have been buddied to attend their buddy class
- Assisting the student with organising restorative meetings with the teacher prior to returning to the classroom
- Support students in writing incident statements and assist in investigation of incidents and report collation
- Work with the SSO to maintain and support the whole school phones away for the day procedures
- Signing students in and out of meetings with external providers through ID attend system
- Assist teachers and *Heads of Department* with students who are refusing to follow instructions; including removal of student from the room and/or confiscation of items
- Assist the *Head of Department - Student Services* with case management, by supporting students to follow the school expectations, their goals and regulation time
- Facilitate lunchtime wellbeing and engagement activities.

Please note this list is not exhaustive and may be renegotiated in consultation with the suitable candidate.

Mandatory requirements for this position:

- A criminal history check will be initiated on the successful applicant
- The successful applicant must hold a current positive Working with Children Check clearance (Blue Card)

How to apply:

Please submit a 1x page maximum application outlining your suitability for the role, along with current resume detailing your relevant work history, including 1-2 referees one of whom is your current supervisor to BM kstre74@eq.edu.au before the 'EOI Close' noted above.