

## **SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: MANAGEMENT 772 Education Support  
772 - Education Support

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2016.

1. **PURPOSE:**  
Education Support class positions cover a wide range of support services that include school administration and operations (e.g. human resources, finance, facilities, grounds maintenance), school support services (e.g. library, laboratory, information technology, out of school care, canteen), direct student and teaching support (e.g. classroom assistance to teachers, careers counselling, student health and wellbeing).
  
2. **GUIDELINES:**
  - 2.1 The education support class comprises two classification levels:
    - Level 2
    - Level 1
  - 2.2 Level 1 has five ranges and Level 2 has one salary.
  - 2.3 The Principal, having regard to the nature of the duties to be performed and the funding available in the school, determines the number of education support class positions and the classification level and remuneration range of those positions in accordance with the Dimension of Work.
  - 2.4 All Education Support staff must adhere to the Child Safe Standards and the Safety Code of Conduct.
  - 2.5 All Education Staff must have current Working With Children Check.
  - 2.6 The Principal, in consultation with Staff, may vary this policy if circumstances require it.