

ROLE DESCRIPTION

ROLE TITLE	Education Assistant
DEPARTMENT	Various
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Various

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Education Assistant works under the direction of the classroom teacher to support the teaching and learning of students through assisting the class teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

ROLE RESPONSIBILITIES

Key Responsibilities

- assisting the teacher in the delivery of planned education programs and, under teacher direction, implement individual or small group programs or demonstrations.
- assisting with the preparation and maintenance of the learning environment by maintaining and cleaning equipment, materials and/or resources for use in learning environments.
- assisting the teacher with the management and storage of equipment and resources, including cleaning and maintaining resources and equipment as required.
- undertaking responsible supervision of children within the classroom and during out-of-class activities, including school excursions.
- assisting the teacher with the general care and wellbeing of students, including attending to students with minor illnesses e.g. colds and the administration of minor first aid.
- assisting with the arrival and departure of students.
- assisting students with undressing, bathing, dressing, toileting and, where necessary, cleaning soiled clothing and areas.
- developing positive relationships with students and encouraging developmentally appropriate social and emotional behaviour and skills.
- assisting with the supervision and care of children in both the indoor and outdoor learning environments, as directed by the teachers.
- assisting in the implementation of student learning experiences, both indoor and outdoor, encouraging students to work constructively and become engaged in tasks.
- referring parent comments and concerns directly to the classroom teacher, understanding that education assistants are to maintain strict confidentiality and are not permitted to discuss a child's behaviour or progress with a student.
- fostering a welcoming, safe and positive learning environment through the support and implementation of the College's Behaviour Management Policy and classroom rules and procedures.

Challenge — Collaborate — Create — Celebrate

Key Responsibilities (Continued)

- assisting in the maintenance of neat and safe indoor environments that promote the educational program, including, where appropriate, the set-up of indoor and outdoor equipment for specific learning purposes, under the direction of the teacher.
- fulfilling supervision duties as required by the duty roster.
- attending meetings and professional learning as directed by the Team Leader.

Other

- Any other duties as required.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Catholic Education Commission of Western Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- Attainment of, or working towards, Cert III Education Support or equivalent
- First Aid Certificate
- Training in Diabetes, Anaphylaxis and Epilepsy education and management
- Conversant with key educational issues
- Demonstrated ability to empathise with and understand young children
- Demonstrated commitment to pastoral care coupled with a knowledge of social issues that affect young children
- Ability to be patient, tolerant, reliable and flexible in the workplace
- Well-developed interpersonal and influencing skills, enabling harmonious and positive relationships with all
- Sound written and verbal communications skills
- Well-developed time management and organisational skills
- Able to multi task and work calmly under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Check
- National Police History Check

Challenge — Collaborate — Create — Celebrate