

ROLE DESCRIPTION

ROLE TITLE	Education Assistant – Primary
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2015</i>
ACCOUNTABLE TO	Head of Primary
DIRECTION FROM	Primary Leadership Team

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 Primary Education Assistant supports teachers in creating a positive, inclusive, and engaging learning environment for students. They assist with classroom activities, student supervision, and administrative tasks to enhance the overall educational experience.

ROLE RESPONSIBILITIES

Classroom Support

- Assist teachers in implementing lesson plans and learning activities.
- Support students individually or in small groups to reinforce learning concepts.
- Prepare and organise teaching materials, resources, and classroom displays.
- Assist with literacy and numeracy development, adapting strategies for diverse learning needs.

Student Support & Wellbeing

- Provide care and supervision for students during class, recess, and excursions.
- Assist students with additional learning needs, following individual learning plans.
- Support the social and emotional development of students by fostering a safe and inclusive environment.
- Monitor student behaviour and support positive classroom management strategies.

Administrative & Operational Support

- Assist with maintaining student records and assessment documentation.
- Support teachers with basic IT and learning technology use.
- Help set up learning spaces, ensuring a safe and orderly classroom environment.
- Perform general administrative tasks such as photocopying, laminating, and organising supplies.

Collaboration & Communication

- Work collaboratively with teachers, specialists, and other support staff.
- Maintain open and professional communication with staff and parents where appropriate.
- Participate in staff meetings, professional development, and training sessions.
- Uphold the school's values, policies, and child safeguarding procedures.

Challenge — Collaborate — Create — Celebrate

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 (MSA) Ltd Policy Statements
 - Newman College Policy Statements, Procedures
 - Newman College Code of Conduct for Staff
- Adhering to workplace health and safety procedures and actively contribute to maintaining a safe, healthy and tidy environment.
- Maintaining open communication and work collaboratively with others within the College to foster teamwork and morale.

Maintaining a commitment to continuously improve services and

ROLE CRITERIA

Essential:

- Certificate III or IV in Education Support (or equivalent qualification/experience).
- Experience working with primary school-aged children in an educational setting.
- Strong communication and interpersonal skills.
- Ability to work collaboratively and follow teacher directions.
- Understanding of child development and learning support strategies.
- Commitment to child safety and inclusive education practices.
- A valid Working with Children Check (WWCC) is required.
- A valid Nationally Coordinated Criminal History Check (NCCHC).

Desirable:

- Experience supporting students with additional learning needs.
- First Aid and CPR certification.
- Knowledge of learning technologies and digital resources used in classrooms.
- Familiarity with school policies and procedures.

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