



POSITION DESCRIPTION

POSITION	EDUCATION ASSISTANT	
SCHOOL / DEPARTMENT:	PRIMARY AND SECONDARY SCHOOL	
POSITION REPORTS TO:	Pending the role, positions report to either LEARNING SUPPORT COORDINATOR – SECONDARY, LEARNING SUPPORT COORDINATOR - PRIMARY OR THE HEAD OF PRIMARY or ECC	
POSITION PURPOSE:	To provide educational assistance and support to teaching staff and students, to aid the delivery of planned education programs.	
MAIN PEOPLE INTERACTIONS:	INTERNAL EA Colleagues Teaching Colleagues Business and Administration Team	EXTERNAL Students Parents/Guardians Providers/Suppliers

ABOUT GREAT SOUTHERN GRAMMAR

Our School: Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.

Our Values: Respect | Integrity | Courage | Compassion

Our Vision: Create **YOUR** impact.

All Great Southern Grammar graduates are beacons of light in the world, having a position, lasting impact in their communities for the common good.

Our Mission: Passion | Purpose | Joy

We are a forward-looking school called to ignite **passion**, shape **purpose** and cultivate **joy**. All students experience success and become to know their important place in the world.

Our Core Strengths: Place | Community | Learning & Care | Experience | People.

CREATE YOUR IMPACT



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KEY AREAS:	TASK AND RESPONSIBILITIES:
ACTIVELY SUPPORT PASTORAL CARE	Work in accordance with the School's Pastoral Care programs.
ASSIST THE TEACHER IN THE DELIVERY OF EDUCATION PROGRAMS	- Supervise, prepare and deliver individual or small group programs or demonstrations as directed; - Observe and provide feedback to the teacher and/or Learning Support Coordinator about behaviours and learning outcomes; - Assist with implementation of individual student plans (IEP, LAP, BP, MP, AP); - Communicate regularly with the Learning Support Coordinator and provide input; - Assist with the implementation and tracking of instructional programs; - Provide students with appropriate encouragement and positive reinforcement, whilst promoting task engagement and endeavour; - Acknowledge successes and challenges experienced by students; - Assist with large groups while the teacher works with individuals or small groups, as required; - Prepare aids, materials education resources and other items for the teacher; - Support and respect the teacher's expectations for the tone in the classroom; - Be self-motivated and work flexibly both independently and within a team; - Participate in relevant professional learning to maintain and update knowledge and practice, - Work collaboratively with the team to ensure excellent outcomes for students and a professional and seamless operation of the School; - Maintain student records and any relevant information for the student's profile; and - Establish and maintain respectful collaborative relationships with colleagues, students, parents and the community.
ASSIST WITH THE CARE AND SUPERVISION OF STUDENTS	- Support students with documented needs; - Understand and assist with the physical, psychological, social, cognitive and emotional needs of the student, in accordance with student individual plans and the School's policies; and - Assist with the supervision of students on various school activities, for example, camps, excursions, events, work placements, etc. - Undertake rostered 'duties'. EA's that are contracted as permanent or fixed-term will generally be rostered for 'duty' on approximately one less day than the days you work in a week. Flexibility to swap duties or take on additional, to ensure the efficient operation of the School, is expected.
ASSIST WITH BEHAVIOUR MANAGEMENT	Promote, encourage and apply appropriate classroom approaches in line with the teacher's goals, the Learning Support Coordinator guidance, behaviour management strategies and the School's policies.

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ACTIVELY SUPPORT SCHOOL'S OPERATIONS	• Comply with all relevant legislative, regulatory obligations, School's policies and procedures; • Complete administrative and operational activities in alignment with School's requirements; and • A willingness to undertake tasks as requested by the Principal, or their delegate.
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PERSON CRITERIA:	
QUALIFICATIONS:	Essential • Certificate III in Education Support; • Hold a Working with Children Check clearance; • Satisfactory National Police History Check; • Valid First Aid Certificate; and • Hold appropriate Australian work rights Desirable • Certificate IV in Education Support • Maintain the currency of specific expertise through a commitment to ongoing professional development.
KNOWLEDGE AND EXPERIENCE:	Essential • Demonstrated experience in providing educational assistance in a school setting; • To have the knowledge and ability to apply occupational health and safety principles in the workplace; and • Experience using ICT within a workplace context. Desirable • Mandatory Reporting training; and • Experience working with children with additional needs.
SKILLS AND ABILITIES:	Essential • Sound to well developed written and oral communication skills, including the ability to interact with students with additional needs, and teaching professionals on the provision of educational programs; • Demonstrated ability to assist teachers or therapists in implementing educational programs, including special education; • Good organisational skills that will assist in the effective and efficient delivery of educational programs to students; and subsequent feedback to colleagues; • Sound computer literacy skills; • Ability to assist with the general health and wellbeing of students; • Sound interpersonal skills, enabling harmonious and positive relationships with colleagues, students, and parents/guardians; • Ability to work collaboratively and as part of a team; and • Ability to be flexible and adaptable, work within guidelines and implement direction to meet the needs of students and colleagues. Desirable • To offer additional professional strengths, abilities and interests to enhance the learning environment.

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Instructions
1. Read the Position Description carefully. 2. If you need anything clarified, ask your Line Manager. 3. Keep a copy available for you to refer to at work. Please note: As the needs of the School evolve, your Position Description may need to be revised. This would occur in collaboration between you and the Line Manager.