



FLINDERS

CHRISTIAN COMMUNITY COLLEGE

Hope & Purpose through Christian Education

Education Support Classroom Aide

1. POSITION IDENTIFICATION

Title	Education Support Classroom Aide	Level	Casual - ESGSA Level 3 Support
Campus	Tyabb / Carrum Downs	Agreement/Award	Flinders Non-Teaching Staff Enterprise Bargaining Agreement. Educational Services (Schools) General Staff Award
Reporting To	Head of Education Support	Date effective	2026/2027 College year
Last updated	March 2025	Position No.	PC19.4

2. INHERENT REQUIREMENT

Purpose

We bring hope and purpose to our community through Christian education.

Vision

To be a Transformative Christian Learning Community.

Values

We value:

- Love, Faith, Integrity, Humility, Grace, Excellence, Perseverance.

All staff at Flinders Christian Community College model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

Employees must agree with the College's:

- Vision, Mission, Values, Philosophy of Christian Education;
- Statement of Identity;
- Statement of Faith;
- Nicene Creed and Apostles Creed.

Employee shall have an in-depth knowledge of the ethos of the College (below) and the principles by which it operates, and must be willing to support these unreservedly.

3. CULTURE AND VALUES

Ethos

Employees are expected to:

- Uphold the practical demonstration of Faith in Christ, and the College's underlying Christian beliefs, in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others inside and outside the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all

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- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individual's personal interest and their duty to the College.

Employees must support the College values and policies, and conduct themselves in a way which is consistent with this ethos. Specific expectations of employees are detailed in the College's Policy Handbook which is located on the Colleges' intranet.

4. RISK AND COMPLIANCE

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- Report all hazards observed including any potentially unsafe work practices;
- Report all incidents of injury or near miss;
- Actively Participate in all professional development and training regarding Risk management and OHS;
- Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College.

5. CHILD SAFETY

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

6. PURPOSE OF POSITION

The Casual Education Support Classroom Aide will assist and support the classroom teacher working under direction. They will help build an effective learning environment by working with teachers to support a differentiated curriculum that meets varying learning styles and provide individualized or small group instruction. The classroom teachers are responsible for the education, control and behaviour management of the students.

7. WORKING RELATIONSHIPS

Reports to: Head of Education Support
Casual staff to: Daily Organiser/s

8. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Educational Outcomes Collaborate with teachers to develop effective whole group practices, small group interventions, and individualized learning activities	▪ Collaboration with the classroom teacher in an effective and timely manner

Support teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged and each student achieves dramatic gains Assist teachers with tracking data to determine the effectiveness of interventions Collaborate with teachers to promote an environment of critical thinking and academic rigor Student Learning Support Assist students on an individual or small group basis in specific learning areas as directed by the classroom teacher. Assist with the communication between student/s and teachers, particularly the interpretation of instructions when required. Provide feedback to teachers and the Head of Education Support regarding the progress of identified students Attend student support group meetings and provide feedback on student progress	▪ Effective support of individual or small student groups as directed by classroom teacher and in accordance with Individual Learning Plan ▪ Deliver content and instruction to students with purpose, passion, and a willingness to do equip to students to succeed ▪ Communication with parents, students and staff is effective and consistent with College values and culture.
Assessment Student Assessment Support Assess students in key learning areas for numeracy and literacy as directed by the classroom teacher. Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement. Work with the Head of Education Support to inform and implement rigorous, standards-driven ILPs. Maintain accurate and confidential notes.	▪ Assessments completed in an accurate and timely manner as directed by the classroom teacher. ▪ Approach practice with a sense of urgency, maximizing every minute with students ▪ Monitoring and evaluation of programs and individual student involvement and achievement is accurate and timely as directed by the classroom teacher.
Student Welfare Personal care Assist with personal care requirements, meals, manual handling, and administration of medication to students requiring special care in accordance with their assessments and Individual Learning Plan. Supervision Assist with the supervision of students during recess and lunchtime in playgrounds, on excursions, in sporting activities and therapy activities.	▪ Personal care requirements are provided in accordance with assessments and Individual Learning Plan ▪ Preparedness to work with physically handicapped students in class and assist with toileting when required. ▪ Effective supervision of students as required, in accordance with College policy.

Behavioural Expectations All staff are expected to maintain the following behaviours: ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity ▶ Be an effective team player who is cooperative and easily gains the trust and support of staff, peers and clients through collaboration ▶ Be accountable to a time-table	▪ Interaction with internal and external stakeholders via all forms of communication is consistent with College values, and embeds values in the organisation by the interaction
9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA	
Essential knowledge: Successful completion of Certificate III Education Support or other relevant qualification. Preferred knowledge: Proven experience or understanding of the role of an Education Support Classroom Aide, the school setting and the ability to support and facilitate students learning. Experience in working with students in Middle school will be an advantage. Skills Communication: Clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand the message. Evidenced by: • Strong communication and interpersonal skills with the ability to modify your approach to accommodate various situations and the individual needs of students. • Ability to be adaptable and flexible according to the changing needs of students. • Ability to work across year levels in core subject areas. Teamwork/collaboration Developing and using collaborative relationships to facilitate the accomplishment of work goals. Evidenced by: • Demonstrated high level interpersonal skills and professional behaviour including the ability to be able to communicate appropriately and effectively with parents, students, colleagues and para-professionals • Demonstrated ability to work as a member of a team within all levels of the College. Building Trust Interacting with others in a way that gives them confidence in one's intentions and those of the organisation. Evidenced by a demonstrated ability to develop positive relationships with students through empathy, understanding and awareness of the individual needs of children with learning difficulties Attributes Living the vision and values: Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.	

10. POSITION DIMENSIONS	
NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	N/A
EXTENT OF DELEGATED AUTHORITY	N/A
LOCATIONS	Tyabb campus / Carrum Downs
ALLOWANCES/SPECIAL CONDITIONS	N/A
SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS	Working with Children Check Right to work in Australia
OTHER IMPORTANT DIMENSIONS	N/A