

Job Description

Title:	Education Assistant - Primary School
Reports to:	Classroom Teachers Dean of Teaching and Learning (Primary) Learning Support Coordinator
Working Relationships	Internal: - Classroom Teacher - Students
Current FTE:	As per role
Work days/hours:	6.5hrs/day or pro rata

Job Summary

The Education Assistant will collaborate with the classroom teacher to assist in the planning and delivery of educational programs to support funded students to achieve their documented learning plan goals across two year groups. The role works in a professional and efficient manner, which will reflect the College's mission, Christian values and the ECE Statement of Philosophy (if applicable). The Education Assistant is required to demonstrate initiative and work as an enthusiastic flexible team member in accordance with the College's policies and procedures.

Qualifications / Work Experience

- Certificate III or IV in Education Support or approved equivalent
- Knowledge and practice in educational programs such as MACQLIT, Sounds Write, Bond Blocks
- Knowledge of health and physical disabilities in students
- An understanding of and experience in the Early Years Learning Framework including play-based learning (if applicable)
- An understanding of and experience in meeting the NQS for Early Childhood Education (if applicable)
- Knowledge of and a demonstrated commitment to Protective Behaviours/Child Protection education and care practices that ensure a child-safe learning environment
- A current Working with Children Check

Personal Specifications / Essential Skills

- Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College.
- An ability to work with and relate to children effectively
- Able to work under the direction of a Classroom Teacher and within the ECE or 3-6 Team
- Possess the ability and skills to work effectively with students with additional needs
- Knowledge or willingness to train in College programs (e.g. MACQLIT, Bond Blocks)
- Be able to work as part of a team and to contribute to its success
- Sensitivity to the needs of children with special/diverse needs
- Excellent written and oral English communication skills
- Be proactive, adaptable, punctual and reliable
- Able to establish rapport and maintain effective working relationships with students, parents and other staff
- High levels of competency and creativity in lesson task preparation, tidying up and packing away and record keeping where appropriate

Desirable

- Computer literate and confident with programmes used at Mandurah Baptist College

Key Result Areas			
• Christian Faith and Character • Planning and Preparation • Professional Competence • Management • Communication			
Key Tasks & Responsibilities			
1.	The role works under the direction of the Dean of Teaching and Learning, classroom teachers and within the ECE/3-6 team and consists of a number of duties which may include (but not restricted to): • Under teacher direction, assist in the implementation of specialised education programs • Preparation of teaching aids, materials and other items for individual student work and/or small group work • Minimum of fortnightly meetings with Teacher to discuss role within classroom, i.e. teacher expectations and outcomes for learning • Develop a professional working relationship with the teacher and perform duties in a professional manner • Provide feedback to the teacher so that he/she can effectively report and communicate with parents • Provide appropriate encouragement and positive reinforcement for students • When required, support the implementation of behaviour management plans for students with special needs in consultation with the teacher, and other relevant professional personnel • Communicate regularly with school support staff and to direct all student concerns or issues to the classroom teacher • Provide administrative support (e.g. photocopying) as time allows. • Encourage and apply general classroom management strategies which promote appropriate student behaviour and complement the classroom teacher's practice • Show dignity and respect towards students and parents • Provide feedback to the relevant classroom teacher on student behaviour, management and follow-up • Build a relationship with all students in the classroom • Assist the teacher in observing, recording, charting learning or behaviour, making anecdotal records, etc. • Direct parents to discuss concerns and issues with the relevant classroom Teacher • Work collaboratively and cooperatively within the ECE/3-6 team and with other College staff • Endeavour at all times to demonstrate the College's values in attitude and practice • Support and contribute to the Christian ethos of the College. Actively "live out" the College's Christian mission in everyday work and practice • Seek to resolve differences constructively • Attend after hours College events		
2.	Fulfil all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.		
3.	Ensure compliance with MBC values, policies and standards.		
4.	Follow reasonable directions in relation to Work Health and Safety.		
5.	Any other duties as directed.		
<table border="1"> <tr> <td>Created on <u>November 2020</u></td><td>Last Updated <u>October 2023</u></td></tr> </table>		Created on <u>November 2020</u>	Last Updated <u>October 2023</u>
Created on <u>November 2020</u>	Last Updated <u>October 2023</u>		