

Job Description

Disability Support Education Assistant (individual support) – Early Childhood

The role of the Disability Support Education Assistant is to provide one-on-one support for a student with additional needs within an Early Childhood classroom. The Disability Education Assistant will play a vital role in ensuring this student's access to and engagement in the learning environment, supporting and encouraging independence, and helping to grow and meet developmental goals. This position requires a collaborative approach, working closely with teachers, families, and health professionals to provide comprehensive care for the student, particularly in managing complex health conditions and daily living activities.

Key Tasks & Responsibilities

1. Provide one-on-one support to a student with intellectual and/or physical disabilities, promoting engagement, independence, and participation in learning opportunities.
2. Assist with personal hygiene and daily living activities that promotes the dignity and independence of the student.
3. Work collaboratively with teachers, families, and therapists to support needs, facilitate access to the curriculum, and support the student's individual education plan.
4. Build and maintain strong, positive relationships with the student, as well as other staff members, families, and relevant professionals.
5. Contribute to maintaining accurate records of the student's progress, behaviours, and any adjustments made to learning or support strategies.
6. Advocate for the student's needs and wellbeing within the classroom environment, ensuring a safe, inclusive, and supportive space.
7. Contribute to the planning and implementation of strategies that support the student's social, emotional, and educational development.
8. Support the College's mission, values, and commitment to creating a meaningful and positive learning environment, with a strong focus on family and community partnerships.
9. Cooperate in matters of WHS. by acting responsibly, taking care of themselves and others, as an employee of the College.
10. Other duties as directed by the Principal or Heads of School.

RELATIONSHIPS & AUTHORITY

This role reports directly to line management: Primary School Dean of Teaching & Learning, and Learning Support Coordinator.

The Disability Education Assistant is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

QUALIFICATIONS/WORK EXPERIENCE

1. **Certificate III in Individual Support** (or equivalent) is required.
2. **Certificate IV in Disability Support** is highly desirable.
3. Experience working with young children in an educational setting is highly desirable.
4. A commitment to child safety and a Working with Children Check
5. National Police Certificate
6. First Aid Certificate (or willingness to obtain one)
7. Valid Australian work rights to apply for this position

ESSENTIAL SKILLS AND SELECTION CRITERIA

1. A practising Christian with the passion to uphold the College's strong Christian culture.
2. Ability to provide a current Pastor/Minister's reference / referee commendations
3. Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College
4. Knowledge and understanding of the impact of intellectual and/or physical disabilities on learning and development.
5. Strong interpersonal skills, with the ability to build rapport with students, staff, families, and external professionals.
6. Ability to work independently under limited supervision while contributing effectively as part of a team.
7. Strong organisational and communication skills, with attention to detail in documenting the student's progress and needs.
8. Ability to connect with relevant student needing support and their family during the selection process.
9. Commitment to upholding the school's values, promoting inclusivity, and working toward the student's success.

DESIRABLE ATTRIBUTES

1. A proactive and compassionate approach to supporting students with high needs.
2. A genuine interest in working within an Early Childhood setting and supporting the holistic development of young children.
3. Flexibility and adaptability in responding to the student's changing needs and circumstances.
4. Experience or willingness to engage in ongoing professional development related to disability support and early childhood education.