



The best he can be

Vision:	Aquinas College's vision is to educate boys to become the men the world needs.
Strategic Purpose:	Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.
Our Values:	Faith in action Justice with compassion Service with generosity Respect for all Excellence every day
EREA Touchstones:	Liberating education Gospel spirituality Inclusive community Justice and solidarity

POSITION DESCRIPTION

POSITION TITLE:	EDUCATION ASSISTANT	
REPORTS TO:	HEAD OF JUNIOR SCHOOL	
SCHOOL / DEPARTMENT:	JUNIOR SCHOOL	
MAIN PEOPLE INTERACTIONS:	INTERNAL EA Colleagues Teaching Colleagues College Support Services (see Staff Handbook) Junior School Leadership Team	EXTERNAL Parents/ Guardians Providers/Suppliers
POSITION PURPOSE:	To provide educational assistance and support to teaching staff and students in the delivery of planned education programs.	
EXPECTED BEHAVIOURS AND ATTITUDES:	1. Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos; 2. Actively support a child safety culture, with a zero tolerance for child abuse; 3. Adhere to the Aquinas College values at all times; 4. Adhere to the College's Policy, Procedures and Codes; 5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and tidy environment; and 6. Display: <ul style="list-style-type: none"> ○ a commitment to the Catholic ethos; ○ energy, enthusiasm and drive; ○ diplomacy and tact; ○ a commitment to confidentiality; ○ honesty and integrity; ○ an outstanding work ethic; ○ loyalty to the role, people and the College; ○ a positive and proactive attitude; and ○ respect for self and others. 	



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KEY POSITION RESPONSIBILITIES:	TASK FOCUS AREAS TO BE DEMONSTRATED:
UPHOLD THE CATHOLIC ETHOS AND THE EDMUND RICE TRADITION	Active support of the Catholic ethos and values of the College; Active promotion of the College's evangelising mission through its life and curriculum; Involvement in the life of the College; and Support for the EREA touchstones (Charter).
ACTIVELY SUPPORT PASTORAL CARE	Working in accordance with the College's Pastoral Care programs; and Maintaining the confidentiality of delicate or sensitive information at all times.
ACTIVELY SUPPORT COLLEGE OPERATIONS	Comply with all relevant legislative, regulatory obligations, College policies and procedures; Complete administrative and operational activities in alignment with College requirements; and A willingness to undertake tasks as requested by the Headmaster or their delegate
ASSIST THE TEACHER IN DELIVERY OF EDUCATION PROGRAMS	Supervising individual or small group programs or demonstrations as directed; Observing and providing feedback to the teacher about learning outcomes; Assisting with implementing the outcomes of the IEP/EP/CAP; Providing appropriate encouragement and positive reinforcement for students; Respecting the Teacher's expectations for the tone in the classroom; and Assisting with the development of the Quality Improvement Plan in line with the National Quality Standard (K-3).
ASSIST WITH PREPARING AND MAINTAINING THE LEARNING ENVIRONMENT	Preparing aids, materials and other items for the class Teacher; Checking, maintaining and repairing equipment, materials and resources for use in classes, displays and demonstrations; Sharing successes and challenges experienced by students; Assisting with the development, implementation and tracking of instructional programs; and Assisting with large groups while the teacher works with individuals or small groups.
ASSIST WITH A CLEAN AND SAFE STORAGE OF ITEMS	Cleaning and disinfecting items, as required; Returning all items to their correct storage spaces; and Recording and reporting any damage or breakages.
ASSIST WITH THE CARE AND SUPERVISION OF STUDENTS	Supporting students with special needs; Directing parents to discuss concerns and issues with the Teacher; Understanding and assisting with the physical, social and emotional needs of the student, i.e. allergies medication in line with the National Quality Standards and College policy; and Toileting, cleaning up and changing children as needed in line with National Guidelines.
ASSIST WITH BEHAVIOUR MANAGEMENT	Observing, recording and charting behaviour; providing feedback to the teacher; and Promoting, encouraging and applying appropriate classroom approaches in line with the Teacher's goals and behaviour management strategies.