



POSITION DESCRIPTION

POSITION	EDUCATION ASSISTANT	
SCHOOL / DEPARTMENT:	JUNIOR, MIDDLE AND SENIOR SCHOOL	
POSITION REPORTS TO:	Pending the role, positions report to either LEARNING SUPPORT COORDINATOR – SECONDARY, LEARNING SUPPORT COORDINATOR - JUNIOR, HEAD OF JUNIOR SCHOOL	
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

Mission Statement: To provide a first-class education built on the principles of the Christian faith and led by highly committed staff.

Our Commitment: Great Southern Grammar (GSG) is committed to providing students with a well-rounded education that imparts valuable life skills and prepares young people to participate and achieve in their community and society.

Our Values: Integrity | Respect | Compassion | Commitment

Expected behaviours and attitudes:

1. Actively support the School's Christian ethos;
2. Actively support a child safety culture, with a zero tolerance for child abuse;
3. Adhere to Great Southern Grammar's values;
4. Adhere to the School's Policy, Procedures and Codes;
5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and hazard-free environment; and
6. Demonstrate:
 - o energy, enthusiasm and drive;
 - o diplomacy and tact;
 - o an ability to maintain confidentiality;
 - o honesty and an outstanding work ethic;
 - o loyalty to the role, people and the School;
 - o understanding of expectations of independent schooling;
 - o involvement in co-curricular;
 - o a positive and proactive attitude; and
 - o respect for self and others.



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KEY AREAS:	TASK AND RESPONSIBILITIES:
ACTIVELY SUPPORT PASTORAL CARE	<ul style="list-style-type: none"> Work in accordance with the School's Pastoral Care programs.
ASSIST THE TEACHER IN THE DELIVERY OF EDUCATION PROGRAMS	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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:	<p>Essential</p> <ul style="list-style-type: none"> • 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 <p>Desirable</p> <ul style="list-style-type: none"> • Certificate IV in Education Support; • Maintain the currency of specific expertise through a commitment to ongoing professional development.
KNOWLEDGE AND EXPERIENCE:	<p>Essential</p> <ul style="list-style-type: none"> • 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. <p>Desirable</p> <ul style="list-style-type: none"> • Mandatory Reporting training; and • Experience working with children with additional needs.
SKILLS AND ABILITIES:	<p>Essential</p> <ul style="list-style-type: none"> • 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. <p>Desirable</p> <ul style="list-style-type: none"> • To offer additional professional strengths, abilities and interests to enhance the learning environment.



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ACKNOWLEDGEMENT

I _____, confirm that I have read and understood the expectations detailed in this position description. I agree to work in accordance with this document, and I will use all my knowledge, experience, skills, and abilities to meet the role's requirements.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

PRINCIPAL

(OR DELEGATE) NAME: _____

PRINCIPAL (OR DELEGATE)
SIGNATURE: _____

DATE: _____

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.