



ST. BRIGID'S
COLLEGE

POSITION DESCRIPTION **EDUCATION ASSISTANT GENERAL**

POSITION TITLE: Education Assistant - General
LEVEL: (Teacher Aides & Teaching Assistants) In accordance with The Mercy Education Limited Non-Teaching Staff Enterprise Bargaining Agreement 2014.
HOURS: Casual Relief as required

ORGANISATIONAL RELATIONSHIPS

Position reports to: Head of Primary School via Team Leader
Supervision of: N/A
Internal Liaison: All departmental staff and students
External Liaison: Community groups, College suppliers, general public, parents or guardians

POSITION OBJECTIVES

- To efficiently contribute to the provision of a quality educational service to assist in fostering access, participation and learning for all students, and by assisting and supporting teachers with the preparation/enhancement of learning materials and associated activities.
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CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
 - Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
 - Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
 - Display and promote the type of leadership and activities that will positively influence team culture and business performance.
 - Deliver effective use of the College's resources (staff, equipment and other) within the levels of accountability.
 - Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.
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KEY DUTIES / RESPONSIBILITIES

Catholic Identity

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Mercy inspired ethos within the school community.

Organisation and Preparation

- Preparation of lesson materials, exhibits, equipment, and demonstrations.
- Provide educational support to the Teaching staff.
- Present subject matter to students under the direction and guidance of teachers.
- Develop a professional working relationship with the Teacher and perform duties in a professional manner.
- Assist teachers and students with sporting activities and with school excursions.
- Tutor and assist students individually or in small groups in order to help students' master assignments and to reinforce learning concepts presented by teachers.
- Demonstrate to teach such skills as sports, dancing, and handicrafts.
- Distribute tests and homework assignments, and collect them when they are completed.
- Enforce St Brigid's College policies and rules governing students.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Organise and supervise games and other recreational activities to promote physical, mental, and social development.
- Plan, prepare, and develop various teaching aids.
- Specific Literacy and Numeracy duties including:
 - Support for teachers in providing learning materials for students at risk;
 - Working with small groups as well as individual students;
 - Use and maintenance of technology to assist students in their learning;

Administration

- Assist with the management and stocktaking of equipment and resources.
- Maintaining anecdotal records on students for use in reviewing student's development.
- Assisting teachers with notes and work programs, duplicating/photocopying teaching materials, checking class lists and assisting in organising off-site activities.
- Collecting money from students for various school activities as required.

Room Maintenance and Cleaning

(To ensure a clean and healthy environment)

- Tidy up at the conclusion of practical lessons.
- Other duties as directed by the Teacher and Team Leader.



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Other

- Display respect and empathy for students with high level needs.
- Provide feedback to the teacher so that he/she can effectively report and communicate with parents/guardians.
- Display confidentiality, tact, reliability and sensitivity to students and their families.
- To encourage student independence and development of unique talents of individual students.
- Assisting teaching staff with playground/bus supervision.
- Contributing to the welfare, health and safety of students.
- To understand and be knowledgeable of the college procedures and policies (i.e. behaviour management, medication requirements, etc).
- To direct parents to discuss concerns and issues with the teacher.

Accreditation

Holds an Accreditation to Work in a Catholic School, or working toward, and ongoing renewal.

Work Health and Safety

Actively participates in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the timeframe provided.

Child Safety

Responsible for understanding and applying the Schools Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations.

Professional Growth Review

An annual Professional Growth Review is undertaken with the Head of Primary School and the Human Resource Officer to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

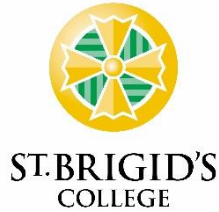


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EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.



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REQUIREMENTS OF THE POSITION

Working Relationships:

- Head of Junior School;
- Other Teaching and Non- teaching staff;
- All staff and teachers;
- Parents and parent groups;
- Students;

Key Results Areas:

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

People Management:

- Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
- Address issues and conflict resolution.

Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid's community together with those in the wider community.
- Identify and meet internal and external needs and ensure that agreed expectations such as timely and accurate responses are met.
- Deliver exceptional customer experiences.



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Experience and Qualifications:

- Demonstrated competent level of computing skills.
- Ability to maintain confidentiality of records and information.
- Ability to deal with ambiguity, pressure and change and readily adapt to new environments and subject matters.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- Ability to work effectively in a busy environment.
- Ability to cultivate productive working relationships in a small team environment.
- A high level of initiative and ability to achieve results.
- Excellent communication and team-working skills.
- Strongly developed interpersonal and communication skills, including well developed listening skills.
- Understanding of risk management principles.
- Understanding of the principles of Equal Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

Qualifications / Training

Essential

- Commitment to the mission and values of St Brigid's College;
- A demonstrated understanding of child safety;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- Be a suitable person to engage in child-connected work;
- Current Working with Children Check;
- Suitable qualifications and/or experience in the field of Education Assistants.
- Current cleared 'Crim Trac' National Police History Check;
- Completed, or undertake to complete Accreditation to Work in a Catholic School;
- Be an Australian or New Zealand citizen or have permanent residency in Australia, or have a visa with relevant Australian work rights from the Department of Immigration and Citizenship.

Desirable

Current WA "C" class drivers licence

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Strong communication skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.