



POSITION DESCRIPTION EDUCATION ASSISTANTS (SECONDARY)

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KINGSWAY
CHRISTIAN COLLEGE
POSITION DESCRIPTION
EDUCATION ASSISTANTS (SECONDARY)

Section 1. School Identification

School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Location

157 Kingsway, Darch, 6065 Western Australia

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

Education Assistants

Section/Department/Learning Area

Secondary

Tenure

Permanent full-time and/or part-time appointments.

Commencing 2020. Appointment subject to the satisfactory completion of a 6 month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and the Director of Information Technology and Learning.

Secondary EAs report to the Learning Support Coordinator.

Section 6. Workload

Full-time and/or part-time (2.0FTE).

Section 7. Responsibilities and Duties

Overview

You are employed as an Education Assistant (Secondary) for the Kingsway Christian College and required to work under the direction of the Learning Support Coordinator (Secondary).

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

Role of the Education Assistant

The role of the Education Assistant at Kingsway Christian College is to provide support to the classroom teacher, support students educationally, physically and emotionally and support the teacher and students with supervision.

Specific Duties

Under the day to day supervision and direction of the Learning Support Coordinator (Secondary), or delegate, you will support the classroom teacher in the following, and other duties, as required:

The Education Assistant

- Follow a weekly timetable as set by the Learning Support Coordinator (Secondary).
- Attend team and staff meetings as required.
- Work under the direction of the class teacher in assigned classes.
- Report relevant information to the class teacher concerning students in your care.
- Report serious events to the Deputy Principal (Staff and Administration) K-12.
- Attend whole school events as required.
- Assists the teacher in the running of the assigned classroom.
- Support any decisions made by the teacher, administration staff or Board.
- Treat each child fairly.
- Refer any questions regarding the child to the teacher.
- Allow the teacher to be the initial contact between a parent or child on arriving at school, unless the teacher is conducting a group lesson or talking to an individual.
- Accept that the teacher is the person who should discuss any information regarding a child to a parent.
- Refer information, received from a parent concerning a child, to the teacher as soon as possible.

Occupational Health and Safety

- Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College OSH policies and procedures.

Other Duties

- Using the computer and internet, prepare effective learning activities and aids, as required.
- Input or extract data from the College data base system, as required.
- Apply First Aid to students, as required.
- Other duties as required.

Section 8. Selection Criteria

Pre-requisite

1. To have a valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
2. To have or have ability to provide a valid Working With Children Check.
3. To provide a reference from your church Pastor / Minister.

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of the Christian faith.
2. Be supportive of the aims, principles and tenets of the KCEA Inc. at Kingsway Christian College.
3. To hold as a minimum an Australian Certificate III Education Support qualification from a recognized education institution.
4. To demonstrate a commitment to personal growth, education and welfare of students.
5. To have knowledge, skills and ability to work as a responsible Education Assistant in a secondary school environment.
6. To work as part of a team; demonstrate ability to act with initiative within guidelines; be flexible and adaptable; and have ability to accept direction and supervision.
7. To display sound verbal and written communication skills, and ability to relate to students, parents and peers.
8. To demonstrate ability to assist and support the classroom teacher with preparation or enhancement of learning materials and associated activities.
9. To have sound computer literacy skills.
10. To have knowledge and ability to apply occupational health and safety principles in the workplace.

Desirable

1. To have prior successful experience as an Education Assistant in a Secondary School environment.
2. To be an innovative and resourceful Education Assistant.
3. To have an understanding of Christian Education.
4. To have a range of professional strengths, abilities and interests.

Section 9. Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

For further details please visit the College website at <http://www.kingsway.wa.edu.au/employment> or contact Human Resources on 9302 8720 or HR@kcc.wa.edu.au.

Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

When applying, please provide details regarding your availability.

Applications Close: 12 noon, Thursday 22 August 2019

**Peter Burton
Principal
August 2019**