



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION EDUCATION ASSISTANT (PRIMARY)

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CHRISTIAN COLLEGE

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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 Assistant (4x positions)

Section/Department/Learning Area

Primary

Tenure

Commencing 2020. Permanent part-time appointment subject to the satisfactory completion, by the appointee, 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. Workload

Part-time (0.8FTE), working 4 days per week.

Section 6. Reporting

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

Primary school education assistants report to the Deputy Head of Primary K-6 (Pastoral) for the proper performance of all aspects of the Duties and Responsibilities and the day to day operation requirements within the context of this Position Description.

Section 7. Responsibilities and Duties

Overview

You are employed as an Education Assistant (Primary) for the Kingsway Christian College and required to work under the direction of the Deputy Head of Primary K-6 (Pastoral).

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

The role of **Education Assistant** at Kingsway Christian College is to provide support to the classroom teacher in the delivery of education programs to students and in encouraging a supportive learning environment. Inherent in the position is the ability to do bending and heavy lifting and cleaning of equipment. These are regular routine tasks essential to the efficient and effective running of the Primary classroom.

Specific Duties

Under the day to day supervision and direction of the Deputy Head of Primary K-6 (Pastoral), or delegate, you will support the classroom teacher in the following, and other duties, as required:

The Education Assistant

- Assists the teacher with student / classroom support.
- Assists the teacher to implement specialised education programs including occupational and speech therapy and physiotherapy programs.
- Supports the teacher in delivering programs through the use of computers and digital technologies.
- Assists with individual students and small group programs or demonstrations.
- Supports any decisions made by the teacher, administration staff or Board.
- Treats each child fairly.
- Provides feedback on education programs and participates in the evaluation of these programs regarding the achievement of goals in special education.
- Refers information, received from a parent concerning a child, to the teacher as soon possible.

- Allows 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.
- Assists the teacher to identify any communication difficulties with the student.

Preparation

The Education Assistant shall:

- Put out equipment as required.
- Prepare materials for the daily activities.
- Set out any specialized outdoor Physical Education equipment.
- Enable the child with special needs to develop as much independence as possible.
- Accommodate students considered at-risk utilising Student Plans under teacher direction.
- Remove obstacles that may cause harm to the child in their care.
- Perform any other duties as requested by the classroom teacher.

Duties

- Run an activity with a group of students.
- Provide one on one small group and whole class support.
- Support students with specific learning accommodations.
- Assist in supervising outdoor play.
- Do general cleaning and tidying of classroom and wash areas; and individual activity clean up.
- Assist with morning recess, lunch and toileting if required.

Weekly Duties

- Help with the preparation of weekly activities.
- Assist students with organisation of in-class tasks and weekly homework.
- Keep electronic or written documentation regarding learning activities and student behaviour.
- Displaying students' work in the classroom under teacher direction.

Term Duties

- Assist with cleaning of materials, resources and equipment, and sorting of resource areas.
- Clean desk tops and chairs.
- Attend meetings with parents and teacher to discuss child's progress, if required.

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.

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 Card.
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 Primary School environment in assisting and supporting the classroom Teacher with preparation and delivery of specialised educational programs.
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 have sound computer literacy skills.
9. To have knowledge and ability to apply occupational health and safety principles in the workplace.

Desirable

1. To hold an Australian Certificate IV Education Support qualification from a recognized education institution.
2. To have prior successful experience as an Education Assistant in a Primary School environment.
3. To be an innovative and resourceful Education Assistant.
4. To have an understanding of Christian Education.
5. To have a range of professional strengths, abilities and interests.
6. To hold and be responsible for maintaining a current First Aid certificate from a recognised training organisation.

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 is required.

Full details are available on the College website <http://www.kingsway.wa.edu.au/employment> . Enquiries can be made to the Human Resources Manager on 9302 8720 or to 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.

Applications Close: 12 noon, Thursday 22 August 2019

**Peter Burton
Principal
August 2019**