



**Education Assistant
Joondalup Middle School
Full-Time**

About Alta-1 College:

Transforming communities through justice, knowledge, recovery and hope.

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across the state. As a College, we intentionally work with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk.

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people

The Opportunity:

Do you have a heart for young people? Would you like the opportunity to help improve the lives of disadvantaged and disengaged teenagers?

We are looking for a passionate Education Assistant with relevant experience to join a large dynamic team of educators and support staff. The successful applicant will be responsible for assisting the teacher in the delivery of the best possible education and duty of care for each student in the light of the values and objectives of Alta-1 College.

Key Responsibilities:

- Assisting the Campus Teacher and the Learning Support Teacher
- Working with individuals and small groups of students to implement tailored strategies under the guidance of the Learning Support Teacher and Campus Teacher
- Extra-curricular involvement

About You:

Essential requirements to be considered for the role:

- To be a practicing Christian with regular church attendance, who is enthusiastic and passionate about helping young people
- Meet the requirements of a Working with Children's Check and Nationally Coordinated Criminal History Check
- Hold a minimum of Certificate III in Education Support, Education Assistant, or equivalent
- Ability to determine and scaffold / accommodate and / or modify set tasks to tailor according to individual student needs
- Demonstrate a high level of professionalism, confidentiality, interpersonal and organisational skills

For more information regarding the function and requirements of this role, please refer to the Job Description located below.

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Benefits of working for Alta-1 College:

- Attractive Salary Packaging options available
- Opportunities for career progression
- Professional development
- A fun and friendly Christian working environment

To Apply:

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. To be considered, an application **must** include:

- a document addressing the entire **selection criteria**,
- a current **resume**,
- and a currently dated **Pastoral Reference** from your church pastor.

Incomplete applications will not be considered for shortlisting.

All applications must be submitted via e-mail to recruitment@alta-1.wa.edu.au addressed to the Acting North Metro Regional Principal, Karlee Brown.

Application closing date is Sunday 18th April, 2021

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Selection Criteria and Job Description Alta-1 College-Education Assistant

SELECTION CRITERIA

Please ensure you address the below selection criteria in no more than 4 pages and submit along with a cover letter, your resume and pastor's reference.

Section 1 – Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working with Children Check and a Nationally Coordinated Criminal History Check.
4. Demonstrated passion for and commitment to working with at-risk adolescent students.
5. Ability to determine and scaffold/ accommodate and /or modify set tasks to tailor according to the individual needs of the student.
6. Previous experience working with students with diverse needs and/or specific learning difficulties.
7. Demonstrate a high level of professionalism, confidentiality, interpersonal and organisational skills.
8. Demonstrated ability to work with and learn a variety of computer programs. (Preferably Mac, Microsoft Package and knowledge of SEQTA/or equivalent)
9. Demonstrated capacity to work autonomously and as part of a team.
10. Hold a valid driver's licence.

Section 2 – Desirable

1. A relevant qualification in Education Support, Education Assistant, or equivalent.
2. Previous experience in a CaRE school environment
3. Training and experience working with young people with mental health and/or knowledge of the relevance of Trauma on education and learning
4. Knowledge of the guidelines for disability adjustments in accordance with SCSA determinants for special provisions.
5. Knowledge of the determining factors for state and federal funding

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Job Description Alta-1 Education Assistant

Primary Role

The primary role of an Education Assistant at Alta-1 College is to assist the teacher in the delivery of the best possible education and duty of care for each student in the light of the values and objectives of Alta-1 College.

Nature of Role

The role of an Alta-1 Education Assistant is built around the following domains:

- Assisting the Campus Teacher and the Learning Support Teacher.
- Working with individuals and small groups of students to implement the tailored strategies under the guidance of the Learning Support Teacher and Campus Teacher.
- Extra curricula involvement

Personal Requirements for the Role

The Alta-1 programme requires an Education Assistant to be:

- A Christian committed to demonstrating that their beliefs and values are real and impact their daily life.
- Professional in all aspects of work including punctuality, preparation and support of each team member.
- Supportive of the Learning Support Teacher in administrative tasks.
- Respectful and active listeners in relation to the students.
- Dedicated to the success of the programme.
- Dedicated to resolving issues in a positive, constructive and open-minded way, including but not limited to inter-student issues, staffing and professional issues.
- Steadfast in their decision to make the programme a success for all the students and staff who are involved.

Assisting the Learning Support Teacher and Campus teachers

▪ Contributes to writing and assists in implementing Documented Plans as directed by the Campus and Learning Support Teachers.
▪ Assists in the writing of funding applications under the direction of Learning Support Teacher
▪ Develops familiarity with learning support teaching materials.
▪ Enters pastoral care notes into school records (SEQTA) as appropriate.
▪ Follows up documentation relating to student diagnoses.
▪ Conducting literacy and numeracy testing for new students
▪ Modifies and scaffolds tasks to assist students with specific educational needs.
▪ General administration as required.

Working with groups and individual students

▪ Develops positive and meaningful relationships with students individually.
▪ Tutors students individually and in groups under the direction of the Learning Support Teacher.
▪ Implements students' Documented Plans and helps them work towards achieving their goals.

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Extra Curricula Involvement

▪ Participates in professional development activities organised by the school.
▪ Participates in professional development activities arranged by self, according to interest and professional improvement, as negotiated with Principal.
▪ Participates in whole school camps as directed by the Regional Principal.
▪ Participates fully in annual staff retreat.
▪ Participates in awards nights.

Acting Professionally

▪ Maintains punctuality.
▪ Behaves as a positive role model to students.
▪ Ensures that personal business is not attended to during supervision times.
▪ Exhibits a vibrant, engaging, teachable, patient and honest disposition.
▪ Maintains professional boundaries with students

Reporting Relationship

Education Assistant is responsible for the discharge of their educational duties to the Regional Principal through the Campus Teacher.

External Relations

Public relations (eg. Contact with the media, police) and contact with general external agencies is the responsibility of the EO or delegate.