



## Relief Education Assistants (Early Childhood)

Minimum Cert III in Education Support required

Casual position, commencing ASAP

### About Us

Newman College is a Catholic PK-12 school educating in the Marist tradition, with an enrolment of 1850 students. We strive to animate our delivery of learning, teaching and wellbeing, as one which is innovative and creative, underpinned by contemporary and relevant pedagogy.

### About the Role

We are seeking expressions of interest for relief Education Assistants to support the College in 2022. Our Education Assistants provide an essential and highly valued support service for our children. This is a great opportunity to get involved in this rewarding career path within our College.

### About You

The successful applicant will hold a Cert III or IV in Education Support and a demonstrated commitment to pastoral care. The successful applicant will also have strong organisational skills as well as excellent communication skills. In addition, the successful candidate will be supportive of the Marist and Catholic ethos and demonstrate commitment to our ongoing child safeguarding principles.

### To Apply

Your application must include:

- **Cover Letter:** A brief covering letter stating the area of teaching in which you are seeking relief work and your availability.
- **Curriculum Vitae:** Outline your personal details, qualifications, education/professional memberships, and relevant work history. Relevant work history should include a brief outline of the duties and responsibilities associated with each role and provide the FTE and dates/period of employment for each of the positions.
- **Documents Required:**
  - Copy of Working with Children Check Card
  - Current Police Clearance
  - Copy of relevant Qualification(s)
  - COVID-19 Certificate (must include the dates of each vaccination)
- **Referees:** The names and details of two people who have consented to act as referees. Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

**Applications will not be considered unless all the above documentation is provided.**

Prior to being engaged in relief work you may be asked to attend a brief interview.

All relief staff will be required to complete Child Safeguarding Training within the first week of relief work, and on an annual basis beyond this.

Please direct any enquires to People & Culture at [employment@newman.wa.edu.au](mailto:employment@newman.wa.edu.au)

**Challenge — Collaborate — Create — Celebrate**