

## EDUCATION ASSISTANT

### JOB DESCRIPTION

#### VISION AND MISSION

**VISION:** To be a lighthouse in Christian education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

**MISSION:** To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

#### SCOPE

Provide additional support to teachers and student by performing a range of tasks including preparing and maintaining the classroom and assisting teachers to deliver planned education programs.

#### WORKING CONDITIONS

As specified in Employment contract

#### HOURS

8:30am – 4:30pm

#### REPORTING STRUCTURE

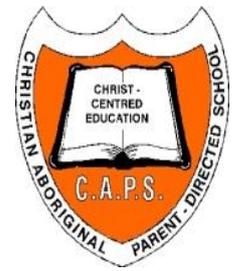
This position will report directly to the Deputy Principal.

#### QUALIFICATIONS

- Recognised education assistant qualification, Certificate Level III or higher.
- Working with Children Check and a National Police Clearance, eligibility to obtain one as soon as possible and continue to be eligible for National Police Clearance and maintain a current Working with Children Check, during tenure
- Eligible to work in Australia.

#### SKILLS – ESSENTIAL

- Support and actively demonstrate and implement the Christian Ethos of the organisation as outlined in the CAPS Statement of Faith, Vision and Mission.
- Demonstrate a strong passion for Christian Education.
- Willingness to actively be involved in the Prayer, Devotions and Worship times.
- Excellent communication and listening skills.
- Ability to remain calm.
- Ability to remain calm in stressful situations and work well under pressure.
- Ability to be able to build relationships with staff and students.
- Be able to adapt quickly to work on different activities.



- Sensitivity and understanding.

**SKILLS – DESIRABLE**

- Current First Aid training or willingness to obtain.

**DUTIES AND RESPONSIBILITIES**

- Support and actively demonstrate and implement the Christian Ethos of the organisation as outlined in the CAPS Statement of Faith, Vision and Mission.
- Demonstrate a strong passion for Christian Education.
- Willingness to actively be involved in the Prayer, Devotions and Worship times.
- Provide a duty of care for all students.
- Follow directions as given by the class teacher to help prepare lesson material.
- Create a learning environment that stimulates interest and purposeful learning.
- Setup and tidy classrooms for lessons
- Actively engage students in all aspects of the learning process
- Engage students in assessment and evaluation processes and techniques.
- Participate in co-curricular and extracurricular activities as required.
- Supervise students and maintain proper order and discipline on their part using the School’s managing student behaviour policy.
- Carry out administrative duties to meet organisational requirements relevant to the education assistant’s functions.
- Abide by the staff Code of Conduct and other School policies as outlined in the CAPS Employee Handbook and CAPS Policies.
- Assist in the supervision of children in the playgrounds before classes commence and during recesses and lunch breaks, including rostered playground duty.
- Assist other school staff in maintaining a safe and secure learning environment for students in all areas of the school.
- Attendance at ALL Staff Devotions, Staff meetings, Staff professional development as directed by the Principal
- Adhering to all the organisation’s policies and procedures for health and safety requirements.
- Committed to collaborative practices with all stakeholders.
- Any other duties as required by the Principal.

**NOTE: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the school in consultation with this role.**

**If relevant, this position will offer subsidised accommodation and a relocation allowance as part of the package at commencement.**

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| Position Held By: |  |
| Signed:           |  |
| Date:             |  |