



Education Assistant (Secondary)

We are currently seeking to employ a highly motivated and innovative Education Assistant to join our growing Secondary School community. Part time basis and/or relief work is available to commence as soon as possible.

This role will suit candidates who are passionate about learning, student development and providing excellent pastoral care of students.

The successful candidate will have a solid work ethic, friendly nature and be a conscientious, committed Christian. Suitable candidates will assist teachers with providing support for students with special needs.

The College

Austin Cove Baptist College of South Yunderup is a co-educational College that commenced in 2011 and currently has approximately 780 students from Kindergarten to Year 12. The College is situated in the Austin Lakes development just east of Mandurah and provides a high standard of education within a Christian context. For further information on the College, please visit www.acbc.wa.edu.au

Selection Criteria

Essential:

- To have a personal faith and commitment to Jesus Christ including regular church attendance
- Hold a Certificate IV in Education Support or equivalent
- Current Nationally Coordinated Criminal History Check, a Working with Children Check (WWCC) and have a commitment to child safety and well-being
- Ability to solve problems, set priorities, support others, show initiative and be flexible
- A strong communicator, high social and emotional intelligence, and a commitment to relationship and collaborative practice
- Have a commitment to pastoral care

Highly Desired Qualities:

- Be highly motivated and organised to assist in the delivery of effective educational programs to students
- Be approachable and a good listener
- Excellent oral and written communication skills, including the ability to interact and develop professional and positive relations with students, parents and staff
- Be a good team member

Application Process

Applications for employment at Austin Cove Baptist College should include the following:

- Cover Letter addressing the Selection Criteria (no more than 2 pages).
- Application Form (www.acbc.wa.edu.au)
- Curriculum Vitae/Resume with at least three referees, one of which is your Pastor
- Copies of academic transcripts and qualifications
- A letter of reference from your Pastor

On receipt of your application you will receive notification that your application has been received. Shortlisted candidates will be contacted and invited to attend an interview. Applicants may then proceed to an interview with the College Board.

Please address all applications and correspondence to:

Yolande Kock
ykock@acbc.wa.edu.au

Applications close: Thursday 18 December 2025 at 5pm