

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Educational Support Assistant – Inclusive Education

Responsible to: Head of Learning Area – Inclusive Education

Job Purpose: The Education Assistant contributes to the provision of excellent student focused learning programs in a professional and efficient manner, which will reflect the Mission, Vision and Values of Kennedy Baptist College.

This role supports the main objective of teaching and learning of students through assisting teachers in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Provides instruction, under the supervision of the teacher or professional support staff, to the students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, giving oral tests, etc.) for the purpose of reinforcing instructional objectives, implementing IEP plans, and ensuring students' success in school
3. Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives

General Duties

1. Participates in the implementation of Education Plan goals
2. Participates in the implementation of student behavior plans for the purpose of ensuring effective and safe student learning

3. Assists teachers in the delivery of planned education programs, including the operation of computers and digital technologies, and implements individual student or small group programs or demonstrations
4. Monitors students during assigned periods for the purpose of maintaining a safe and positive learning environment
5. Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, teaching supplies, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements
6. Communicates with teacher and professional support staff for the purpose of assisting in evaluating progress and/or implementing Education Plan objectives
7. Performs clerical tasks (e.g. copies, filing, etc.) for the purpose of helping the teacher get instructional materials ready
8. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions
9. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. A minimum Certificate III in Educational Support
3. Eligible to work in Australia
4. Current Working with Children Check

Desirable

1. Competency in the use of MS Office Suite, SEQTA and other relevant software tools.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.