

Education Assistant- Teaching Support

YOUR TITLE	Education Assistant	WHO YOU REPORT TO	Head of Secondary School (HOSS)
YOUR TEAM	SEDA College WA	WHO REPORTS TO YOU	NA

At SEDA College WA, we help young people get the most out of life by walking side by side with them, every step of their journey. We believe that happy and healthy people, are high performing people.

How do you contribute to the bigger picture?	<p>Education Assistants at SEDA College WA assume the role as mentor to our students with additional needs and are a significant person of influence. Education Assistants come to closely understand and know the needs of individual students, both personally and academically. The College single teacher model facilitates the space and time required to develop and implement individualized teaching and learning strategies and to focus on the personal growth and development of our students. Education Assistants work to further enhance this personalized model with direction provided by Teaching staff in delivering planned education programs and encourage a supportive and inclusive learning environment.</p> <p>Education Assistants are essential to the success of the College and are integral to the vision of the College.</p>
Our Values	<p>To walk beside our students and be GREAT together:</p> <ul style="list-style-type: none"> • Growth - We challenge our people to grow and be stretched to become the best versions on themselves, • Resilience – We know that things don’t always go to plan, and when they don’t, we are strong, and we bounce back, • Empathy – We are inclusive and sincere, with a focus on understanding the individual and creating an environment where everyone feels welcome, • Accountability – We take responsibility for ourselves and follow through on our commitments,

	<p>Teamwork – We embrace one another. We share our successes, and our challenges.</p>
<p>Work requirements</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Certificate IV Teacher Assistant (Special Needs) qualification from a recognized education provider • Nationally Coordinated Criminal History Check - Department of Education • Current and valid Working with Children Check. • Current and valid Driver’s Licence.
<p>Knowledge, experience, and skills</p>	<ul style="list-style-type: none"> • Experience as an Education Assistant or relevant role preferred • Working knowledge of current special education methodologies, • Experience working with senior students with physical needs, • A patient, resourceful and resilient manner, • Knowledge and understanding of individualized plans and how they are developed, • Willingness to embrace learning opportunities that improve student’s ability and understanding, • Demonstrated capacity to build positive and professional relationships with all stakeholders including young people, parents and colleagues, • Well-developed verbal communication and interpersonal skills, with proven ability to build rapport, and interact effectively with a broad range of people at all levels including parents/carers, • Familiarity with the Child Safe and Student Duty of Care frameworks and Work Health & Safety Principles, • Ability to work independently and contribute effectively as a team member to achieve goals, • Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances, • Ability to use problem solving skills to identify problems and establish an appropriate solution,

	Proficiency in using ICT and relevant software and database packages such as Microsoft Office.
Award	Educational Services (Schools) General Staff Award 2020
Where and when will you be working?	The role has the potential of multiple campuses of the College from 8.00am – 4.30pm across the school year.
Qualifications	<ul style="list-style-type: none"> • Certificate IV Teacher Assistant (Special Needs) qualification from a recognized education provider. • Senior First Aid (or willingness to complete).
Key relationships	Students, Parents/Carers, Teachers, Heads of Learning Areas, Head of Senior Schools, Assistant Principals, College Executive, and all other College staff.
What success looks like:	<p>Success of the Education Assistant is defined by the engagement and outcomes of our students and parents/carers, and the support provided to teachers at the college. Specifically, success includes:</p> <ul style="list-style-type: none"> • Supporting individual students with additional needs (physical, social emotional, sensory, and or/cognitive), • myPLAN is embedded and lived as the core of the College program. Your role is to assist in working towards identified student goals as outlined in myPLAN, • Supporting individual lesson plans/activities tailored by teachers to the specific needs of students. This includes assisting with the implementation of modified or existing curriculum programs as directed by the teacher, • A whole student approach to growth and development, where personal skill and attribute attainment is seen equal to academic outcomes, • A mentoring approach is taken where our Education Assistants (teachers and wider staff), students and parents/guardians, walk side by side metaphorically together, to help students get the most from their time at the College, • Class environments are supportive, safe, and inclusive, and college policy and procedure are always followed and implemented.

The standards you need to meet – key activities

myPLAN

MyPLAN is the cornerstone of the College program. The role of the Education Assistant is to assist Teachers in implementation of this plan and assist in actively engaging each student in all aspects of their target goals outlined in the student's MyPLAN.

- This includes quality student entries, providing feedback/ supporting documentation on student progress,
- Assisting with discussions with parents and support staff about important matters in relation to student progress and input in the student's myPLAN,
- Assisting with or developing learning resources to complement the learning program specified in 'myPLAN', which is designed to monitor student attainment of growth and development milestones throughout the program.
- Collaboration with the Student Connect team and other support staff to support the intervention programs in place.

The Whole Student

At our college, we believe that healthy and happy people, are high performing people. It is a priority of the Education Assistant role, to develop the whole student and create an inclusive environment that encourages student health and happiness. This includes, but not limited to:

- Supporting individual students with additional needs
- Support and work with teaching staff in self-care and hygiene needs of students as required such as eating, drinking, and personal hygiene.
- Develop and maintain a positive and professional rapport with each student.
- Have a deliberate approach to knowing our students and how they learn, and support individual lesson plans tailored by teachers to the specific needs of students.

- Ensure that a ‘student first’ approach is taken to decision making processes and actions.
- Ensure students are upholding the conduct outlined in the Student Code of Conduct.

Child Safety and Pastoral Care

Education Assistants are responsible for the creation, maintenance, and continual improvement of a safe, and healthy learning environment. This includes, but not limited to:

- Act and conduct according to the expectations and standards of the College and its policies (all) including:
 - All College Policy relating to Child Safety and Mandatory reporting,
 - College Commitment to Child Safety,
 - Staff Code of Conduct,
 - Staffing Policy.

Student Experiences

Education Assistants play a key role in the overall student experience. This includes, but not limited to:

- Assistance with coordinating and attending workplace learning if required
- Attendance at College tours, camps, and excursions, including the national SEDA Cup and Community Camps,
- Engagement with college events such as Run for a Reason, Swim Carnival, and others as required.

Your work, health, and safety responsibilities

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons, who are legally present on college premises.

	<ul style="list-style-type: none"> • College premises may include places away from the college campuses such as a campsite or where college excursions may take place from time to time. • Ensure understanding and compliance of the college OHS policy. • Create a culture of safety that precipitates the development, maintenance, and promotion of a healthy working environment. • Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property
Code of conduct	You are responsible for ensuring you act within the framework of the College’s Staff Code of Conduct.
Ongoing professional development	Strive to be GREAT by consistently living the College values of <i>Growth, Resilience, Empathy, Accountability and Teamwork</i> . You are required to participate in the College performance development program (myDevelopment) which will assist you and your Leader in mapping professional development to meet your and the College’s goals.

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.
