



## Position title: Education Assistant

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### Position Description

Servite College is committed to providing a complete and distinctive secondary education in a caring Catholic environment. As a Servite school, following Mary's example, we aim to create a caring community in which individuals develop a sensitive understanding of moral and ethical values and treat each other with respect and kindness. A community of learners, we have a strong emphasis upon individual personal development, and committed staff who focus on empowering students to achieve potential in a range of pathways. Our staff play an integral role in the ongoing development of our school. Together we strive to fulfil our College vision of 'becoming all we are created to be'.

### Child Safe School Statement

**Servite College is a Child Safe School and we are committed to ensuring a culture of child safety.**

Employees and volunteers are required to comply with the College's Code of Conduct and the Catholic Education Western Australia Child Safe Framework. Servite College Child Safety policies can be viewed [here](#). As part of our recruitment process, employment applications will be screened and assessed in accordance with these policies.

### Code of Conduct

Servite College staff must act according to the College's Code of Conduct and 'Living our Values' guide.

## Role Summary

The Education Assistant will work with students and staff across all levels of the College, with an emphasis on the traditional areas of special education for remediation and enhancement. The Education Assistant will work closely with the Diversity Inclusion Coordinator and with subject teachers in establishing appropriate and relevant individual education programs.

## Reporting

The Education Assistant reports directly to the Head of Learning Area - Learning Diversity and the Diversity Inclusion Coordinator.

## Key Relationships

Key relationships for this position include the following staff:

- Deputy Principal Teaching and Learning, who has oversight of all education programs;
- Head of Learning Area – Learning Diversity, who has oversight of all Individual Education Plans (IEPs) and Student Learning Profiles (SLPs) in mainstream classrooms; and
- Diversity Inclusion Coordinator, who has oversight of students using the Diversity Centre as a base.

## Remuneration and Conditions

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<b>AWARD</b>	Order of Servants of Mary Incorporated (Servite Friars) (Servite College Council Inc) Non-Teaching Enterprise Bargaining Agreement 2015
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<b>WORK HOURS</b>	8.30am to 3.30pm
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**Education Assistants are required to be available from 8.00am in the Diversity Centre to provide support to the Head of Learning Area - Learning Diversity and the Diversity Inclusion Coordinator, checking duty roster, timetables and preparing for the day.**

It is an expectation that some afterhours work will be required from time to time in the conscientious discharge of duties, including but not limited to attendance at evening presentations, events and staff meetings.

## Education Assistant Responsibilities

- Demonstrate support of and respect for the College's vision, values, policies and procedures
- Maintain positive and cohesive working relationships with Learning Diversity Team, all other members of the College Community and relevant external bodies
- Contribute to improvement, change and innovation in Learning Diversity
- Contribute to effective day-to-day operation of the Learning Diversity Centre
- Support learning environments by maintaining equipment, materials and resources for use in classes and, on the direction of the Diversity Inclusion Coordinator, in the Diversity Centre
- Implement agreed initiatives effectively and achieve key performance targets
- Assist with educational assessment of students, including observation of students, review of their educational history, conferences with relevant teachers, and an evaluation and analysis of student academic performance and learning characteristics
- Assist students with social skills, for example, with a partner, in small or large group situations as directed by the Diversity Inclusion Coordinator or classroom teacher
- Consult with subject teachers to support students to meet IEP goals
- Provide assistance to students to participate fully in classroom educational activities
- Attend Case Management meetings as required
- Maintain records as determined by the Diversity Inclusion Coordinator
- Assist in running briefing and strategy sessions for teaching staff as required
- Work with students individually, in the classrooms, or in small groups
- Provide thorough and timely reports, data and information as requested
- Participate in College programs including pastoral care, sport, cocurricular, yard duty, parent information nights, parent teacher interviews, assemblies and other special events
- Attend excursions, school events and camps with students as negotiated
- Fulfil duty of care and other pastoral responsibilities with discretion and confidentiality
- Meet all expectations of the College Code of Conduct, Dress Policy and Relief Procedure

### Key Skills and Attributes

- Strong numeracy and literacy skills
- Familiarity with digital platforms e.g. Microsoft Office and SEQTA
- Demonstrate patience, respect, and understanding of students
- Demonstrate a sense of professional responsibility
- Excellent oral and written communication skills
- Ability to perform duties in full compliance with legal obligations and school policy
- The ability to work both individually and in a team environment
- The ability to work in a positive way with student/s who have social/emotional issues that may present in dysregulated behaviour/s in and out of the classroom
- A preparedness to be involved in professional development with a focus on integration
- The ability to assist students with learning needs with a focus on inclusive classroom practices
- Awareness of, and ability to use a range of assistive technology e.g. communication devices
- Effective multi-tasking and time management skills
- Good knowledge of capturing evidence of learning using digital platforms
- Demonstrate a respect for and acceptance of difference in students, parents and staff
- Strong work ethic
- Demonstrate ownership of own work and concern for work quality, reflected in accuracy and attention to detail
- Ability to be flexible with and adapt to an agile and evolving environment

### Essential Requirements

- Working with Children Check
- National Police History Check
- Minimum Cert III in Education Support

### Desirable Requirements

- Cert IV in Special Needs
- Prior experience in direct instruction e.g. Spelling Mastery, Multi Lit
- Prior experience or knowledge of students with Down Syndrome or Autism Spectrum Disorder
- Prior experience with high needs students with communication or behavioural difficulties
- First Aid certificate