

Inspiring girls to become
extraordinary women

POSITION STATEMENT

Education Assistant (Junior School)

ROLE PURPOSE

An Education Assistant supports the College's main objective of teaching and learning of students through assisting the teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

RELATIONSHIPS

Reports to:
Head of Junior School
Classroom Teacher

Interaction with groups – External:

Current parents
Various, specific to particular subject/year area

Interaction with groups – Internal:

Principal
Junior School Teachers
Junior School Administration
Students
Counsellors
Chaplain
Other academic staff

KEY RESPONSIBILITIES

KEY AREA: OPERATION

Under teacher direction, the Education Assistant can be expected to perform tasks within the following range:

- Assist the teacher in the delivery of planned education programs including the operation of computers, and under teacher direction, implements individual or small group programs or demonstrations.
- Assist with the preparation and maintenance of the learning environment by maintaining materials and resources for use in classes, displays and demonstrations.
- Assist the teacher with clean and safe storage of items after classes and activities.
- Assist the teacher with the general care and wellbeing of students, including attending to students with minor illnesses e.g. colds, or students in need of minor first aid.
- Assist the teacher in the preparation and distribution of food for students' morning tea (Pre-Primary, Kindergarten and pre-Kinder areas).
- Assist with greeting and settling in students.
- Assist students undressing, bathing, dressing, toileting, and where necessary liaise with administration or the teacher to arrange for the cleaning of soiled clothing and areas.

KEY AREA: ADMINISTRATION

- Assist with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements and reporting these to the teacher.
- Check invoice and delivery of ordered resources.

KEY AREA: PROFESSIONAL DEVELOPMENT

- Attend to Professional Development as required.
- Maintain Senior First Aid qualification.
- Undertake activities to maintain personal professional growth appropriate to their own needs and the needs of the school.

KEY AREA: PASTORAL CARE

- Provide appropriate pastoral care to students, both within and outside of the classroom.
- Direct all parental concerns or academic queries to the classroom teacher.
- Liaise with classroom teacher to indicate any concerns/issues that may be observed.

KEY RESULT AREA: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.
- Assist the teacher with the care and supervision of students in out-of-class activities at the College.

KEY RESULT AREA: PENRHOS COLLEGE CORE SHARED VALUES

- To actively promote and support the College's values of Respect, Integrity, Empathy, Knowledge, Growth and Synergy.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work cooperatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of equal opportunity to ensure due respect is provided to all.
- To demonstrate a flexible approach to your work by undertaking other tasks to support the above.

OTHER DUTIES

- Undertake other duties to support the above.

CANDIDATE PROFILE AND SELECTION CRITERIA

Qualifications:

Essential

- To hold an Education (Teachers') Assistant Certificate qualification from a recognised education institution.
- To hold, and keep current, Senior First Aid Certificate.
- Current Crimtrac Criminal History Check through DET or National Police Clearance.
- Current Working with Children card (WWC).

Experience:

Essential

- Experience working with Primary aged students.

Skills/Attributes:

Essential

- Ability and willingness to uphold and role model the College values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
- Ability to assist the teaching in integrating Information and Communication Technology skills into the teaching/learning program
- Ability to maintain and develop professional and positive relations with all stakeholders including parents
- Knowledge of current educational trends
- Excellent organisational skills that will assist in the delivery of effective educational programs to students
- Sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals
- Excellent interpersonal skills
- A professional attitude in the performance of all tasks
- Ability to assist with the general health and well-being of students
- Ability to work cooperatively and collaboratively as a member of a team

AUTHORISATION

Prepared by: Head of Junior School and Human Resources

Authorised by: Human Resources Manager

Approved by: Principal

Date: October 2018

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.