

## POSITION DESCRIPTION

	Effective Date:	January 2024
<b>POSITION TITLE:</b>	Education Assistant – Learning Engagement	
<b>REPORTS TO:</b>	Head of Learning Engagement	
<b>CO-ORDINATES WITH:</b>	Learning Engagement Team Heads of Department Classroom Teachers Relevant outside support agencies as appropriate	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p><b>1. Job Specific</b>  <b>Relevant technical expertise, including:</b></p> <ul style="list-style-type: none"> <li>• Certificate IV Special Needs or equivalent.</li> <li>• Proven experience of working with special needs students in both Junior and Senior School settings. in working in an learning engagement environment.</li> <li>• Experience with using Individual Education Plans and one on one programs.</li> <li>• Knowledge and understanding of health and physical disabilities in students and adolescents.</li> <li>• Ability to assist with the general health and well-being of students.</li> <li>• Use of a range of technologies for both educational and administrative purposes.</li> <li>• Current First Aid certification, including asthma and anaphylaxis training</li> <li>• Ability to obtain a Working with Children Check.</li> <li>• Ability to obtain a National Police Clearance.</li> </ul> <p><b>2. Management and Leadership</b>  <b>Self-Management:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated flexible approach to the role and the ability to multi task and problem solve in a dynamic fast-paced environment.</li> <li>• Ability to work both independently and collaboratively as part of a team across Pre-Kindergarten to Year 12.</li> <li>• Proven organisational skills with attention to detail and efficient use of time in completing assigned tasks.</li> <li>• High degree of initiative, enthusiasm, creativity and a growth mindset.</li> </ul> <p><b>3. Communication and Interpersonal</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills (written, verbal and interpersonal).</li> <li>• Enthusiasm and patience when working with children.</li> <li>• Commitment to Best Practice in all duties associated with the position.</li> <li>• Ability to foster effective, open communication in order to establish and maintain positive relationships with students, families and colleagues.</li> <li>• Willingness to respectfully refer families to consult with the teacher regarding any issues relating to their child (eg. development, behaviour)</li> <li>• Willingness to uphold the strategic intent, purpose and values of the School.</li> </ul>	
<b>POSITION PURPOSE:</b>	The Education Assistant will work under the direction and supervision of the classroom teacher, the Head of Learning Engagement and the Learning Engagement team in delivering planned education programs and encouraging a supportive and inclusive learning environment.	

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Discretion in problem solving and choosing methods and processes is required to achieve outcomes of an Individual Education plan, or other documented plans. This role is required to perform activities both within and outside the classroom as appropriate.

**KEY RESPONSIBILITIES:**

- Follow class, small group and one-on-one Individual Education plans and raise any concerns with the teacher.
- Organise teaching and learning materials as requested.
- Implement programs as agreed with outside agencies, eg: physiotherapy, occupational therapy, speech therapy etc.
- Help students learn school routines eg: assemblies, library, canteen if required.
- Use highly structured work skills activities with students in class.
- Help students develop greater independence in self-management through direct teaching of skills.
- Follow self-management teaching plans to facilitate student independence.
- Assists the teacher, if required, with the general care and wellbeing of students, including attending to students' minor health needs after appropriate training.
- Identify risks and implement strategies to maintain a safe classroom/learning environment and minimise risks.
- Use planned ignoring, redirection and distraction with positive reinforcement strategies to strengthen positive student behaviour.
- Design, create, modify and update resources as required.
- Identify new resources to make or buy to meet a particular need.
- Obtain and record required information for inventories, resource management and purchasing.
- Assists the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- Maintain confidentiality.
- Supervision duties during break times as required.

**Hours of Work**

Full-time hours of work are based on 38 hours per week during the School term, generally worked between 8.00 am until 4.00 pm, Monday to Friday. It is expected that an Education Assistant will attend all nominated Pupil Free Days for professional learning purposes or to complete required administrative tasks.

Part-time hours will be a pro-rata of the full-time hours of 38 hours per week. The times you are required to work will be in accordance with the Learning Engagement timetable and the requirements of the students you are assisting. The Head of Learning Engagement will confirm how your hours need to be allocated to best support our students.

Full-time Education Assistants are required to be in the classroom from 8.15 am until 3.30 pm in order to support the Classroom Teacher and students in your class.