

Education Assistant (EA)

St Joseph's Primary School, Wee Waa

Position Description

[Click here to apply.](#) Applications close 4 December 2020.

Position level	NSW and ACT Catholic Systemic Schools EA 2017
Stream	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$28.25 - \$32.08 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Joseph's Primary School, Wee Waa
Employment type	Part-time 40 to 55 hours per fortnight - negotiable
Employment status	Temporary

About St Joseph's Primary School Wee Waa

St Joseph's Primary School is a co-educational Catholic primary school from K-6 which provides quality education for 107 students. The school's vision is "To be a Beacon of Learning, Faith, and Community for all children of the Wee Waa district" and therefore is a school community that cares for the individual needs of students and families.

Wee Waa is a dynamic rural community situated in the rich agricultural heartland of the lower Namoi Valley in North West NSW, approximately 40 kilometres west of Narrabri. With a population fluctuating around 2,080 people, Wee Waa is known as Australia's Cotton Capital and boasts a welcoming, close-knit and supportive community. Being the oldest town in the Namoi Valley it features many historic sites and points of interest such as museums, War Memorial, lagoon and only a short distance to travel to other villages in the region such as Burren Junction and Pilliga. Wee Waa is known to be a strong sports-oriented town which has an excellent golf course, swimming pool, indoor multi-purpose courts and numerous walking tracks around the town.

For further information on the school, please visit <https://stjosephsweewaa.catholic.edu.au/>

Position Purpose

The primary role of the Education Assistant is to support the classroom teacher in achieving the best possible education outcomes for the students demonstrating strong support for the vision and ministry of the Catholic school.

A secondary role is to assist in other ways not directly in support of those students, but which assist the class teacher in facilitating the integration process overall, e.g. supervise regular class students while the teacher works with a small group in the classroom.

Commencement

The commencement date for this position will be 3 February 2021, concluding on 17 December 2021.

Key Responsibilities

Duties related to the position include but are not limited to the following:

- Be aware of students; disabilities and develop a positive rapport with the child.
- Help to facilitate the student's participation in educational activities of the classroom.
- Meet regularly with the Class Teacher to assist in planning and monitoring Individual Education Plans.
- Meet regularly with the school's Leader of Pedagogy as part of a Learning Support Team.
- Be a member of the Student's Program Support Group.
- Assist during excursions, camps, school outings, etc. if needed.
- Implement programs requiring scribe, note taking, speech support and various activities to meet the needs of the child as determined by the Support Group.
- Undergo training to perform duties which may include occupational health and training procedures, as well as professional development on classroom support strategies, and first aid.
- Keep a daily record of program details (as per Diocesan format) (To be monitored by the class teacher and Inclusion Support Teacher).
- Prepare resources as required.
- Respect confidentiality in all matters concerning the students.
- Provide assistance where necessary to the student in classrooms, playground, toilet, according to the students' requirements.
- Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

St Joseph's Wee Waa reserves the right to alter roles and responsibilities and requirements as required.

Selection criteria

General expectations of staff at St Joseph's Wee Waa

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#)
- Employment with St Joseph's is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Essential criteria

- A qualification appropriate to Learning Support, or presently completing relevant qualification.
- Demonstrate a high standard of competency and proficiency in working with children.
- Possess effective interpersonal skills and the ability to work collaboratively as a team member of the school community.
- Demonstrated ability to work unsupervised, and display appropriate initiative, and be motivated
- A special interest in children, and a commitment to the philosophies of the school and children with special needs.
- Readiness to be involved in Program Support Group Meetings.
- Respect confidentiality in all matters concerning the student and school.

Desirable criteria

- Previous experience in an educational setting as a learning support person.

Application

For questions regarding the professional nature of this position, please contact Mr Alistair Stewart, Principal on 02 6795 4038 or email astewart1@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.