



Casual Relief Education Assistant – Junior School

| JOB OVERVIEW

Casual | Relief Education Assistant Pool | Term Time

Scotch College is seeking enthusiastic, caring, and flexible Education Assistants to join our Junior School Casual Relief Education Assistant Pool. This casual opportunity is ideal for individuals who enjoy variety, value inclusive education, and are available to work on an as-needed basis during school terms, often at short notice.

What we are looking for

We welcome applications from qualified Education Assistants who have experience supporting students with diverse learning needs and who are confident working in a collaborative Junior School environment. Relief Education Assistants may be engaged across a range of year levels, including Early Learning and Primary classrooms.

About the role

As a Relief Education Assistant, you will provide classroom-focused support under the direction of classroom teachers and the Junior School Inclusive Education team. You will work within established routines, methods, and procedures to support the delivery of high-quality, student-focused learning programmes.

Responsibilities include:

- Supporting individual students and small groups
- Assisting with Individual Education Programmes (IEPs) and Behaviour Management Plans
- Supporting student wellbeing, engagement, and positive behaviour
- Providing practical in-class support across learning activities
- Assisting with classroom preparation and documentation of student progress

This role requires flexibility, initiative, and a genuine commitment to inclusive education and pastoral care

A full job description is available on our website: <https://www.scotch.wa.edu.au/careers/>

About you

You are a compassionate and professional Education Assistant who thrives in a relief environment and can quickly build positive, respectful relationships with students and staff. You will demonstrate:

- A Certificate III in School Based Education Support (essential)
- Strong communication and organisational skills
- Ability to work effectively in a collaborative team environment
- Understanding of diverse learning needs and inclusive practices
- Empathy, patience, and a calm, supportive approach
- Alignment with Scotch College's values of Service, Integrity, and Stewardship, and commitment to maintaining a child-safe environment

Benefits

- Free onsite parking
- Supportive and collaborative Junior School environment
- Excellent facilities and resources
- Flexible work that fits around other commitments

About Scotch

Scotch College Western Australia is one of Australia's leading independent schools, with a 125-year-old history of academic excellence. Nestled in leafy Swanbourne on 22 spacious hectares, the College caters for 1500 students in Pre-Kindergarten to Year 12, including over 120 boarders from across the world.

We are an International Baccalaureate (IB) World School that offers a learning programme based on the Western Australian and Australian Curriculum and a choice in Years 11 & 12 of three pathways: WACE, VET or IB Diploma.

Scotch College weaves longstanding traditions and Christian values with contemporary education to foster global citizens. We are well-known for our incredible breadth of education and our supportive community.

We believe in lifelong learning and offer all staff boundless opportunities to build new skills and develop their career. Each day at work, you will access advanced technologies, work within state-of-the-art facilities, and collaborate with staff who are leaders in their areas of expertise.

Discover our abundant staff benefits at <https://www.scotch.wa.edu.au/employment/working-at-scotch>.

Application Information

The successful candidate will be required to provide evidence of a current Working with Children Check (WWCC) and a Police clearance. A Certificate III in School Based Education Support is essential, and a Certificate IV in School Based Education Support is highly desirable.

Scotch College takes child protection seriously. All candidates for roles at Scotch College are subject to screening and assessment against child safety standards as part of the recruitment process.

This role is part of Scotch College's Junior School Relief Education Assistant Pool. Applications are reviewed on an ongoing basis, and appointment to the pool does not guarantee immediate or regular work. Successful applicants may be contacted as relief opportunities arise during the school year, sometimes at short notice.

If you are interested in being considered for casual relief Education Assistant opportunities at Scotch College, please submit a resume and a one-page cover letter, addressed to the Headmaster, outlining your suitability for relief work and your interest in joining the relief pool.

Applications are to be submitted via SEEK.

Please note: due to the volume of applications received for relief pools, only applicants who are shortlisted or matched to a relief opportunity will be contacted.

Further information can be found on the Scotch College website: www.scotch.wa.edu.au/view/employment

Closing Date: 9:00am, Tuesday, 7 April 2026

Enquiries regarding application process:

Anni Geneve, People & Culture Officer
Tel: 9460 6947 Email: People@scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Claire Corkery, Inclusive Education Coordinator – Junior School
Tel: 9460 6993 Email: Claire.Corkery@scotch.wa.edu.au