

Education Assistant – Junior School

SCOTCH
COLLEGE



JOB DESCRIPTION

Responsible Executive: Head of Junior School

Reports to: Deputy Head of Junior School – Pastoral Care and indirectly to classroom Teachers

Department: Inclusive Education – Junior School

Position Summary

Education Assistants work under direct supervision performing routine tasks within the Early Learning Centre in the Junior School. Such competencies will be used within established routines, methods and procedures that are predictable. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

Education Assistants provide classroom focused support to enable; the delivery of high quality, student focused learning programmes, to ensure the learning environment is inclusive and relevant, appropriately resourced and maintained, with the health and safety of students a high priority and through the pastoral care role, students at risk have an increased participation rate and are better able to access the education programme.

Essential Criteria

Education and training

- Certificate III in Education Support or equivalent

Core competencies (knowledge, skills and experience)

Technical

- The ability to build relationships with students
- Are willing to uphold the ethos and values of the Uniting Church and uphold the ethos, values, policies and practices of the College
- Strong communication and organizational skills
- Show professional integrity and a passion for education
- The ability to work effectively in a team-oriented, collaborative environment
- Are conversant with key educational issues
- The ability to display empathy with, and understanding of young people
- A commitment to pastoral care coupled with knowledge of social issues that affect young people
- Experience with assistive technologies is desirable but not essential
- Has experience in primary years education

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Core Responsibilities and Tasks

Classroom Support

- Assist students, where necessary, in the playground at break times
- Assist in the planning and preparation of the ongoing curriculum (i.e. reflections on the observations of the children)
- Assist with the collection, preparation and distribution of teaching materials
- Prepare the classroom and outdoor equipment as required by the teacher, including preparation and cleaning away of teaching materials and equipment
- Maintain the classroom in a clean and tidy condition, as necessary
- Assist teacher with classroom activities as directed and supervised by the teacher
- Assist on school excursions, Bush School, sports days and other out of classroom 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 with arrival and departure of children
- Know each student, displaying warmth, openness and personal support
- Monitor behaviour development and report to teacher any circumstances that may lead to poor behaviour
- Model exemplary pastoral care and promote positive relationships
- Assist the teacher in the preparation and/or distribution of food for students' fruit break, morning tea and lunch
- Assist boys, at point of need, during the school day and also at events and some excursions. These may be physical, social emotional or academic needs
- Assisting students as needed with undressing, bathing, dressing, toileting and, where necessary, clean(s) soiled clothing and areas (Office of Early Childhood Development and Learning, Dept of Education 2014, Early Childhood (K-2) Operational Handbook)

Communication & Administration

- Assist in the documentation the learning of individuals and/or groups both in a written and visual form. This is an adjunct to the formal records maintained by the classroom teacher
- Participate in professional development relevant to the position
- Maintain professional confidentiality
- Communicate with parents to promote a positive partnership between home and school and directing them to the classroom teacher for any communication about the child other than anything general in nature
- Maintain excellent collegial relationships
- Assist with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements and reporting these to the teacher
- Provide administrative support in accordance with school policy
- Work within the frameworks of the IB PYP (PK – 5) and Reggio Emilia (ELC) philosophies

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 16/12/2024