

Education Assistant

Middle School

| JOB OVERVIEW



The Position

Scotch College is seeking a warm, capable, and enthusiastic Education Assistant to join our Middle School Inclusive Education team in a maximum-term, part-time role commencing in Term 4, 2026 and concluding in October 2027. The position is for 26 hours per week across 4 days, Monday – Thursday.

This is a rewarding opportunity to make a real difference in the lives of students by supporting their learning journey in a dynamic and nurturing environment. You'll work closely with classroom teachers to support students with diverse learning needs—encouraging independence, building confidence, and helping students thrive academically and socially.

About the Role

As an Education Assistant you will be:

- Providing in-class support across all curriculum areas.
- Building supportive, positive relationships with students and the broader classroom
- Supporting learning goals through clear communication, guidance, and encouragement
- Helping students with organisation, task completion, and engagement in classroom activities
- Promoting a collaborative, inclusive learning environment for all

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

About You

We're looking for an EA or equivalent qualification, or is a passionate educator returning to the workforce

- Has strong literacy and numeracy skills
- Understands learning differences such as Dyslexia, Language Disorders, ASD, ADHD (highly regarded)
- Has excellent communication and interpersonal skills
- Is empathetic, patient, organised, and reliable
- Enjoys working as part of a collaborative, student-focused team

Benefits

At Scotch our staff enjoy

- free onsite parking
- up to three gifted leave days per annum
- morning tea and lunch is provided each day during term time
- a supportive team environment
- excellent resources
- career enhancing professional development

Our employee value proposition highlights our commitment to our staff through our sense of community and our workplace culture, environment, benefits, and opportunities.

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) or be willing to apply for one and a National Police Clearance.

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.

Submit your application via SEEK, including:

- A 1-page cover letter addressed to the Headmaster explaining why you're interested in this role and what you would bring to the team
- Your current CV

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

Applications close – 9am Friday 11 September

Early applications are encouraged. Scotch College reserve the right to commence interviews prior to the closing date.

Enquiries regarding application process

Emma Kinsey, People & Culture Advisor

Tel: 9460 6653 Email: People@scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Lisa Palmer, Acting Head of Inclusive Education (Years 6-12)

Tel: 9460 6938 Email: Lisa.Palmer@scotch.wa.edu.au

Susan Bassett, Inclusive Education Coordinator Middle School

Tel: 08 94606936. Email: Susan.Bassett@scotch.wa.edu.au