

Education Assistant



JOB DESCRIPTION

Responsible Executive: Director of Teaching & Learning

Reports to: Head of Inclusive Education (6-12). If you are based in the Middle School, you will indirectly report to the Inclusive Education Coordinator

Department: Inclusive Education – Middle School or Inclusive Education – Senior School

Position Summary

As a member of the Inclusive Education Team, the Education Assistant supports inclusive classroom practices and structured learning supports that enhance students' participation, engagement, and learning outcomes. The role focuses on supporting students to access the curriculum within mainstream and small-group (Tier 2) classroom settings. You will be based in the Middle School.

The Education Assistant works under the direction of classroom teachers to support the preparation, implementation, supervision, and monitoring of planned learning experiences. This support is provided primarily within the classroom and, where required, in other learning environments. The role may include assisting with screening processes, implementing teacher-directed adjustments, attending sports training and matches, and supporting students to develop independence, organisation, and effective learning.

Essential Criteria

Education and training

- High school graduation certificate or equivalent.
- Certificate III or Certificate IV in Education Support (or higher) or working towards a Bachelor of Education.

Core competencies (knowledge, skills, and experience)

Technical

- Demonstrated ability to communicate clearly and professionally with students, teachers, and support staff
- Strong organisational skills to support classroom routines, learning activities, and student needs
- Commitment to professional integrity, confidentiality, and ethical practice
- Sound understanding of contemporary educational practices, including inclusive education universal design for learning
- Knowledge of social, emotional and developmental factors impacting adolescent learning and wellbeing of boys' education
- Experience supporting students with additional needs, including learning difficulties, neurodiversity, and disability
- Competence in supporting students using assistive and educational technologies on their iPads.

Human relations

- Ability to establish and maintain positive, respectful relationships with staff and students
- Capacity to work collaboratively within a multi-disciplinary team

- Demonstrated empathy, patience, and understanding of young people
- Flexibility, initiative, and a positive, solution-focused approach
- Energy, approachability, and an appropriate sense of humour.

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 & Guideline
- 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

Supporting Teaching & Learning

- Provide classroom support under the direction of the classroom teacher
- Assist teachers in implementing inclusive teaching strategies and reasonable adjustments
- Support student engagement through clarification, reinforcement, and scaffolding
- Encourage independence, organisation, and self-management strategies
- Support students in literacy and numeracy where required
- Circulate within the classroom to support both targeted students and whole-class learning

Inclusive Education & Student Wellbeing

- Apply agreed strategies to support students with learning difficulties
- Encourage social competence, resilience, and positive learning behaviours
- Support student access to assistive technologies and modified resources
- Assist with transitions and support across varied learning environment

Communication & Professional Engagement

- Communicate student progress to teachers and Line Managers
- Collaborate with Inclusive Education Team and pastoral staff
- Participate in relevant Professional Development
- Always maintain professional relationships and boundaries

Additional Duties

- Undertake other reasonable duties as directed by the Inclusive Education leadership

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 31/08/2026