St Norbert College

EDUCATION ASSISTANT – LEARNING DIVERSITY
ROLE DESCRIPTION

It is the vision of St Norbert College to create a Christian community, which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

This is a fulltime temporary position for 2027 with the possibility of ongoing

LEVEL/STEP:	Dependent upon qualifications and experience. Salary Schedule Teachers' Aides & Teaching Assistants
DAYS WORKED:	Monday – Friday
HOURS PER WEEK:	32.5 hours/week - 8.30am – 3.30pm
WEEKS WORKED PER YEAR:	40 weeks per year (term time only)
AWARD:	The Catholic School Staff Enterprise Agreement 2024 Education Assistants & First Nations Educators
RESPONSIBLE TO:	Head of Learning Diversity on behalf of the Principal
KEY RELATIONSHIPS WITH:	Principal, College Leadership Team, Head of Learning Diversity, Teachers and the Administration Team

CORE REQUIREMENTS

- Be supportive of the Catholic and Norbertine ethos of the College.
- Be willing to contribute and participate in College activities.
- Hold a current Police Clearance and a Working with Children Clearance.
- Undertake Mandatory Reporting training (CPPMR) and maintain annually.
- Abide by the guidelines contained in the St Norbert College Code of Conduct.
- Professional standard of dress and personal presentation.

QUALIFICATIONS

- Qualification as an Education Assistant (e.g. Minimum of Certificate III or IV in Education Support).

PROFESSIONAL REQUIREMENTS

Competency

- Well-developed planning and organisational skills.
- Proficient communication and interpersonal skills.
- Display a positive commitment in assisting in the improvement of educational participation of the target student/s to enhance student learning outcomes.
- Able to work as an individual as well as part of a team and follow instructions.
- Competence in the use of technology, including Office 365 Suite and SEQTA.
- Well-developed problem-solving skills.
- Able to use initiative and be flexible in working arrangements when required.

PROFESSIONAL RESPONSIBILITIES

A: Whole School Responsibility

1. The Education Assistant assists and supports teachers to prepare, implement, conduct, monitor and supervise the learning program of students in their care, in small groups and on an individual basis congruent with student learning goals.
2. Within the role, the Education Assistant supports the Catholic Identity of the College and collaborates with other staff and members of the school community to assist students to achieve enhanced learning outcomes.
3. The Education Assistant is responsible to the Head of Learning Diversity but works with a degree of autonomy under direction and instruction.
4. Participates in school and school community activities, such as Liturgies, sporting carnivals, assemblies, excursions and in some cases, camps where support is required.
5. Attends meetings as required.

B: Classroom Responsibilities

1. Provides support that supplements the work of the teacher.
2. Education Plans for students under the supervision of the teacher/s.
3. Assists students with participating in teacher provided individual learning activities.
4. Provides one-to-one or small group support.
5. Assists with specific instructional programs, such as scripted lessons and direct instruction activities as directed by the teacher.
6. Assists with the organisation, management and maintenance of a safe and secure educational environment or particular learning area/s preparation, ensuring that the environment is tidy, clean and barrier free.
7. Assists with preparation, organisation, distribution, collection, maintenance and storage of resources, equipment, materials, and activities.
8. Attends to students who are sick or who have health/medical plans or behaviour plans who require minor first aid or personal hygiene requirements.

C: Administrative

1. Reports observations to the Head of Learning Diversity regarding educational and behavioural objectives for specific students.
2. Assists students to write in their school diary to maintain communication between home/school.
3. Assist in creating Education Plan templates including monitoring of tracking sheets.
4. Assist in implementing special assessment arrangements in line with SCSA guidelines for students that learn differently.

PERSONAL QUALITIES

- Personal commitment to tasks undertaken.
- Enthusiasm, energy, and willingness to grow.
- High standard of organisational and time management skills.
- Be highly motivated to work as part of a collaborative team.

AUTHORITY LEVELS

- Overall responsibility to the Principal, via the Head of Learning Diversity, who constructs Education Assistant timetables through teacher consultation and evaluation of student's needs.

The Norbertine Canons Incorporated encourage applications from First Nations people, people with a disability, people of all ages and people from culturally diverse backgrounds.