

# Education Assistant (EA)

## Sacred Heart Primary School Boggabri

### Position Description

**[Click here to apply.](#) Applications close 7 November 2021.**

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Stream</b>	General Employee - Classroom and Learning Support Services Stream
<b>Hourly Rate of Pay</b>	\$28.90 - \$32.81 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	Sacred Heart Primary School Boggabri
<b>Employment type</b>	Part-time 8 hours per week
<b>Employment status</b>	Permanent

### About Sacred Heart School Boggabri

Sacred Heart Primary Boggabri is a co-educational Catholic primary school from K-6 which provides quality education for 40 students. The school aims to provide a positive, open atmosphere where all are welcome in a safe, caring environment that nurtures growth. Sacred Heart believes in strong partnerships with parents and the wider Boggabri community to ensure the best outcomes for all students and the school's success.

Boggabri is situated in north-western New South Wales and lies between Gunnedah and Narrabri on the Kamilaroi Highway. With a population of approximately 860 people, the town catchphrase "the little town with a big heart" is a true representation of the progressive and positive community. Although the town is only small, it has a lot to offer, including the annual Drover's Campfire, heritage trails and museums, Nelson's honey farm and only a short drive from the town centre is the spectacular Dripping Rock.

Sacred Heart School Boggabri is one of 24 schools administered by the Catholic Schools Office on behalf of the Bishop of Armidale. The Director, Mr Chris Smyth, is directly responsible to the Bishop.

For further information on the school, please visit <https://sacredheartboggabri.catholic.edu.au/>.

## Position Purpose

The primary role of the Education Assistant is to support the classroom teacher in achieving the best possible education outcomes for the students demonstrating strong support for the vision and ministry of the Catholic school.

A secondary role is to assist in other ways not directly in support of those students, but which assist the class teacher in facilitating the integration process overall, e.g. supervise regular class students while the teacher works with a small group in the classroom.

## Commencement

The commencement date for this permanent part-time position is 28 January 2022.

## Key Responsibilities

Duties related to the position include but are not limited to the following:

- Be aware of students; disabilities and develop a positive rapport with the child.
- Help to facilitate the student's participation in educational activities of the classroom.
- Meet regularly with the Class Teacher to assist in planning and monitoring Individual Education Plans.
- Be a member of the Support Group.
- Assist during excursions, camps, school outings, etc. if needed.
- Implement programs requiring scribe, note taking, speech support and various activities to meet the needs of the child as determined by the Support Group.
- Undergo training to perform duties which may include occupational health and training procedures, as well as professional development on classroom support strategies, and first aid.
- Keep a daily record of program details (as per Diocesan format) (To be monitored by the class teacher and inclusion support teacher).
- Prepare resources as required.
- Respect confidentiality in all matters concerning the students.
- Provide assistance where necessary to the student in classrooms, playground, toilet etc, according to the students' requirements.
- Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

Sacred Heart Primary School, Boggabri reserves the right to alter roles, responsibilities and requirements as required.

## **Selection criteria**

### **General expectations of staff at Sacred Heart Primary School, Boggabri**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment with Sacred Heart Primary School is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

### **Essential criteria**

- A qualification appropriate to Learning Support, or presently completing relevant qualification.
- Demonstrate a high standard of competency and proficiency in working with children.
- Possess effective interpersonal skills and the ability to work collaboratively as a team member of the school community.
- Demonstrated ability to work unsupervised, and display appropriate initiative, and be motivated
- A special interest in children, and a commitment to the philosophies of the school and children with special needs.
- Readiness to be involved in Support Group Meetings.
- Respect confidentiality in all matters concerning the student and school.

### **Desirable criteria**

- Previous experience in an educational setting as a learning support person.

## **Application**

For questions regarding the professional nature of this position, please contact Mr Nick Baird, Principal 02 6743 4656 or via email [nbaird1@arm.catholic.edu.au](mailto:nbaird1@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*