

Education Assistants (EA)

St Mary of the Angels, Guyra

Position Description

[Click here to apply.](#) Applications close 3 December 2021.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Stream	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$28.90 - \$32.81 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Mary of the Angels Guyra
Employment type	Part-time, 15 hours per week
Employment status	Temporary

About St Mary of the Angels, Guyra

As an integral part of the Parish Community consisting of Students, Teachers and Parents & Friends and Parish Priest, teaches and upholds gospel values.

These values are demonstrated by concern and love for each individual in the community according to the teachings of Jesus Christ.

St. Mary of the Angels strives to develop each child spiritually, morally, emotionally, academically and physically to the individual's full potential, instilling self-discipline and self-worth.

St Mary of the Angels Community works together to provide a Christian example and influence in the wider community, and to offer a choice of educational systems.

St Mary of the Angels School (previously called The Convent) was established in 1919 with the Ursuline Sisters in charge.

No premises existed and the opening was effective after some 10 years. The school provided education for primary schooling and lessons commenced in the old Convent. The original blue-brick building was in use by the end of 1919.

In 1960 the first lay teacher was appointed. In December 1969, the Ursuline Sisters departed Guyra and the late Cardinal Freeman, then Bishop of Armidale, invited the Sisters of Mercy from Monte St. Angelo, North Sydney to succeed them. The Sisters remained here teaching until December 1979. In 1980 the first lay Principal was appointed.

Located at 1330 metres above sea-level, Guyra is the highest town of the New England Tablelands and as such has a reputation for coldness and snow in the winter months. It is the coldest, northernmost town in the country. The town is primarily a service centre for the surrounding wool, beef, potato and fat lamb-producing properties and it celebrates this economic base with a sculpture which combines a sheep with potatoes - it is located on the New England Highway - and an annual Guyra Lamb and Potato Festival. The town sits on the watershed of the Great Dividing Range with rivers and creeks to the east flowing down to the Pacific Ocean and rivers to the west heading towards the Murray-Darling basin and South Australia.

Guyra is located 509 km north of Sydney via Stroud and Walcha, 551 km via Muswellbrook and Tamworth, and 425 km south-west of Brisbane via Warwick and Glen Innes.

It is accepted that "Guyra" was the name given to an early property in the district and that the word came from the local Anaiwan Aborigines and meant either "fishing place" or "white cockatoo".

For further information on the school, please visit <https://stmarysguyra.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 position will be negotiated with the successful applicant.

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.

St Mary of the Angels Guyra reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at St Mary of the Angels

- 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 St Mary of the Angels Guyra 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 Jessica Scully, on (02) 6779 1661 or email jscully@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.