

## Education Assistants (EA)

### St Joseph's Primary School Mungindi

#### Position Description

[Click here to apply.](#) Applications close 23 January 2022.

<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>	St Joseph's Primary School Mungindi
<b>Employment type</b>	Part-time, 5 hours per week
<b>Employment status</b>	Temporary

#### About St Joseph's Mungindi

St Joseph's Primary School Mungindi is a unique Catholic school committed to teaching the core catholic principles and values.

At our school we incorporate a spirit of community, to recognise the qualities of each individual and encourage optimal learning with an ongoing appreciation of the environment.

On the 21st January 1924 four Sisters from the Gunnedah Congregation, Sisters of Mercy, were appointed to Mungindi. On the 24th January the Sisters opened a school, known as St. Brigid's until 1930 when a new school was built and given the name St. Joseph's. At the end of 1975 the Sisters of Mercy withdrew from the school but continued to administer the Boarding School until 1980. In 1981 The Little Company of Mary came to Mungindi where they conducted the Boarding School until 1983. In 1984 the Sisters of St. Joseph's came to Mungindi. We are very fortunate to have the presence of the Sisters who have a huge impact on both our school, parish and surrounding communities.

At St. Joseph's we have a great leadership team who thrives on change, diversity and progress. By using current theory and evidence to improve professional practice, the focus has continued to be on student

growth and improvement. The opportunities being afforded to our students is of the highest quality and meets the diverse range of learning needs. St. Joseph's Annual Improvement Plan has been the catalyst to our success are:

- Embedding Catholic principles and values
- The development of collaborative teaching and learning practice
- The development of agreed literacy and numeracy practice
- Staff really knowing the students and their needs; using evidence based data
- Student ownership of learning
- Working in partnership with parents

At St Joseph's Primary, Mungindi we aim to provide our children with many opportunities to experience personal excellence as they grow and develop in our care.

For further information on the school, please visit <https://stjosephsmungindi.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 4 February 2022 or as negotiated with the successful applicant and will conclude 8 April 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.

St Joseph's Mungindi reserves the right to alter roles and responsibilities and requirements as required.

## **Selection criteria**

### **General expectations of staff at St Joseph's Primary School Mungindi**

- 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 Joseph's Primary School Mungindi 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 Deborah Harrison, Principal on (02) 6753 2327 or email [dharrison@arm.catholic.edu.au](mailto:dharrison@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.*