

Education Assistant (EA)

St Mary's College Gunnedah

Position Description

[Click here to apply.](#) Applications close 15 August 2022.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Stream	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$29.49 - \$33.48 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Mary's College Gunnedah
Employment type	Part-time (hours to be negotiated)
Employment status	Temporary

About St Mary's College Gunnedah

St Mary's College Gunnedah is a Catholic co-educational secondary school serving the Gunnedah region in North-West NSW. With a population of around 420 students, St Mary's provides a holistic Catholic education in a caring and stimulating environment following the tradition of the Sisters of Mercy who founded the College in 1879.

St Mary's College Gunnedah has always had a strong academic focus with many students progressing to university studies. An active Vocational Educational and Training program has also provided students with a successful pathway into apprenticeships and traineeships.

Cultural pursuits have always been a part of St Mary's College and the band and choir prove very popular with students and parents. A comprehensive sporting program provides students with an opportunity to excel, representing the College at the NSW Combined Catholic Colleges (CCC) and State levels.

St Mary's College is located in Gunnedah, situated in the heart of the Namoi Valley on the Oxley Highway and is approximately 450 kilometres from Sydney, 310 Kilometres from Newcastle and 655 kilometres from Brisbane. Gunnedah has a growing population with approximately 12,700 people residing in the Shire, which includes 5 outlying villages. There are currently 10,000 residents living within the

Township. Gunnedah Shire covers an area of 5,092 square Kilometres including Gunnedah as the hub of the Shire. Outlying villages include Curlewis and Breeza to the southeast, Carroll to the east and Tambar Springs and Mullaley to the southwest.

For further information on the school, please visit <https://stmaryscollege.nsw.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's College Gunnedah reserves the right to alter roles and responsibilities as required.

Selection criteria

General expectations of staff at St Mary's College Gunnedah

- 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's College Gunnedah 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 St Mary's College on (02) 6742 2124.

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.