

# Education Assistants (EA)

## Holy Trinity School, Inverell

### Position Description

[Click here to apply.](#) Applications close 29 March 2023

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Classification</b>	General Employee - Classroom and Learning Support Services Stream
<b>Salary range</b>	\$30.31 - \$34.42 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	Holy Trinity School Inverell
<b>Employment type</b>	Part time 44 hours per fortnight
<b>Employment status</b>	Temporary

### About Holy Trinity School and Inverell

Holy Trinity is a Catholic systemic school in the Armidale Diocese, in the New England Region of NSW. We are a central school catering for students from K-10.

Our Catholic foundations, in the traditions of the Sisters of Mercy and the De La Salle Brothers, underpin our approach to teaching and learning, providing an education that fosters faith development and is grounded in community involvement and social justice. At Holy Trinity we offer our students the challenge of achieving personal excellence in all areas of school life and encourage them to become independent learners, equipping them with the skills necessary for life-long learning. This is a community that encourages all students to value and respect themselves and others in their journey of faith, learning and life.

Holy Trinity functions as one school, with Primary and Secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Students have access to modern classrooms and facilities and technology is integrated across the curriculum to provide students of all age groups with a wide range of academic and co-curricular opportunities including sport, music, drama, debating, outdoor education and visual arts to assist both academic and social development. Excellent academic results complement the many achievements by our students.

Inverell is a seven-hour drive from Sydney and just under five hours from Brisbane. Link Airways flies to Inverell from Sydney and Brisbane twice a week. Other airlines fly into Armidale (1 ½ hours away).

Inverell is nestled in a picturesque valley beside the Macintyre River, this New England North West region is renowned for its proud pioneering history, its beautiful restored buildings, and the production of many fine gemstones from which Inverell has earned the epithet of 'Sapphire City'.

For further information on the school, please visit <http://www.holytrinity.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. Concluding 19 December 2023.

## **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 special needs adviser).
- Prepare resources as required.
- Respect confidentiality in all matters concerning the students.
- Provide assistance where necessary to the student in classrooms, playground, toilet, according to the students' requirements.
- Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

Holy Trinity School, Inverell reserves the right to alter roles and responsibilities requirements as required.

## **General expectations of staff at Holy Trinity School, Inverell**

- 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 is conditional upon successful applicants having or obtaining a valid 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**

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

### **Application**

For questions regarding the professional nature of this position, please contact Jilly Rainger, Principal on (02)6722 4066 or email [jrainger@arm.catholic.edu.au](mailto:jrainger@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.*