

Education Assistant (EA) (Secondary focus)

St Philomena's School Moree

Position Description

[Click here to apply.](#) Applications Close 26 November 2024

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Stream	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$34.74 - \$40.36 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Philomena's School Moree
Employment type	Part-time (62.5 hours per fortnight)
Hours	8.30 am to 3.15 pm Monday to Friday
Employment status	Temporary (concluding 16 December 2024)

About St Philomena's School Moree

Our mission is to provide students with a Catholic education in a caring, disciplined environment where striving for excellence and respect for others are promoted.

Located in the agricultural shire of Moree, St Philomena's School is a coeducational Catholic central school, offering a K-10 educational experience. It is distinguished from other local schools by our focus on faith development and a commitment to values based education. St Philomena's is a systemic Catholic school, part of a system of twenty four schools in the Armidale Diocese. Established in 1898, with the original site in East Moree, St Philomena's follows in the footsteps of Catherine McAuley, founder of the Sisters of Mercy, and Edmund Rice, founder of the Christian Brothers. Both founders believed in the life giving power of education. St Philomena's is a significant part of St Francis Xavier's Parish and exists within that community to support parental efforts in the development of the faith of their children. By enrolling your child at St. Philomena's, you have openly, and at a personal cost, affirmed your belief in the basic value of a Catholic Education.

St Philomena's School recognises the importance and value of family. It invites parents to share an active involvement in the life of our school and offers a variety of opportunities for parent participation. We

believe that this enhances each child's education through strong home-school relationships. Our school is a place of welcome, involvement and belonging, where a strong emphasis is placed upon pastoral care for all members of the community. St Philomena's School 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. Within a caring learning environment, characterised by strong parental involvement, devoted and experienced staff create educational experiences which inspire a lifelong love of learning.

St Philomena's School reflects educational change. It is embracing innovative teaching practice and rethinking how it delivers education, to be able to offer today's young people an education that is relevant to the way they live and will work in the 21st century. We value the importance of daily literacy and numeracy blocks in prime learning time and the development of critical thinking skills, with an independent approach to learning, emphasised in both the primary and secondary departments.

There is a strong sense of community at St Philomena's School. With a dedicated staff, an active Parents and Friends Association and a progressive School Advisory Council, the school is part of a vibrant and supportive parish.

For further information on the school, please visit
<http://www.stphilomenasmoree.nsw.edu.au/index.php>

Commencement

The commencement date for this position will be negotiated with the successful applicant and will conclude on the 16 December 2024.

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.

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 Educational Assistance Support Team.
- 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 Philomena's School Moree reserves the right to alter roles and responsibilities as required.

Selection criteria

General expectations of staff at St Philomena's School Moree

- 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
- 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 Philomena's on (02) 6752 1577 or email mlovet@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 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.