

# St Joseph's Primary School West Tamworth

## Position Description

**[Click here to apply.](#) Applications close 26 March 2024**

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2023
<b>Stream</b>	General Employee - Classroom and Learning Support Services Stream
<b>Hourly Rate of Pay</b>	\$34.74 - \$40.36 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	St Joseph's Primary School West Tamworth
<b>Employment type</b>	Part time 32 hours per fortnight
<b>Employment status</b>	Temporary

### About St Joseph's Primary School West Tamworth

St Joseph's Primary School, West Tamworth is a vibrant co-educational Catholic primary school from K-6 which has a long and proud tradition of providing quality education for approximately 176 students in the Tamworth district. At St Joseph's we are committed to Catholic Education in a collaborative, inclusive, faith-filled learning community.

Our modern, state-of-the-art learning spaces feature whole-class areas where discussion and sharing of work occurs, small group areas where guided instruction or collaborative learning occurs and individual spaces where students think critically, consolidate understandings and reflect on their learning. Our committed and caring staff work collaboratively in professional learning teams to increase learning, wellbeing and life-opportunity outcomes for all students.

For further information on the school, please visit <https://stjosephstamworth.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 the student's additional needs 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 monitoring personalised student goals.
- 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.
- Assist the student to use technology for written activities.
- 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.
- 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.

St Joseph's Primary School, West Tamworth reserves the right to alter roles, responsibilities and requirements as required.

## **General expectations of staff at St Joseph's West Tamworth**

- 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 and current NSW Working with Children Check Clearance.

## Selection criteria

### 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 commitment to the philosophies of the school and children with special needs.
- Readiness to be involved in EA 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.
- Previous experience in Minilit.

## Application

For questions regarding the professional nature of this position, please contact Principals Maree Holland and Greg O'Toole via email [sjtprincipal@arm.catholic.edu.au](mailto:sjtprincipal@arm.catholic.edu.au) or phone 02 6765 4079

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.*