



**SOUTH COAST**  
BAPTIST COLLEGE

---

'SCBC is a thriving Christian community that inspires learning as a means of transforming and empowering lives.'

---

**Education Assistant –  
Special Needs/Learning  
Difficulties**

**K – 6**

**POSITION DESCRIPTION**

Contract Position

12 months

2021

# South Coast Baptist College

Education Assistant – Special Needs/Learning Difficulties –  
K-6 Position Description

Full-time (FTE 0.93)

## 1. POSITION OUTLINE

<b>POSITION TITLE</b>	<b>Education Assistant – Special Needs – K-6</b>
<b>Leadership/Reports to</b>	Primary Learning Support Coordinator
<b>Commencement Date</b>	First day of Term 1, 2021 – Friday 13 <sup>th</sup> December 2021
<b>Contract</b>	Twelve Month Fixed Term Contract
<b>EBA/Award</b>	SCBC Non-Teaching Staff Agreement 2018
<b>Employment Basis</b>	Full-time – FTE 0.93
<b>Annual Leave</b>	Paid in arrears
<b>Vacation Leave</b>	2 weeks at the end of each term (or pro-rata)

## 2. POSITION SUMMARY

This position is available in the Primary School Learning Support Department of South Coast Baptist College. The Primary School currently provides educational instruction and services for close to 600 students from Kindergarten to Year 6. The advertised position is a Full-time Special Needs Assistant role for the 2021 academic year. Education Assistants allocated to the Primary section of the College will support successful teaching and student learning practices.

## 3. AREAS OF RESPONSIBILITY

### 3.1 INSTRUCTIONAL:

1. Supervision of students with special needs K- 6, as directed by the class teacher and the Learning Support Coordinator
2. Deliver Reading Intervention program to small groups of students with learning difficulties
3. Work with small groups of students to provide intervention in areas of need, for example, writing and maths
4. Preparation of teaching aids, materials and other items for individual student work and/or small group work
5. Minimum of fortnightly meetings with Classroom Teacher to discuss role within classroom, i.e. teacher expectations and outcomes for learning
6. To develop a professional working relationship with the classroom teacher and perform duties in a professional manner
7. To provide feedback to the teacher so that he/she can effectively report and communicate with parents
8. To provide appropriate encouragement and positive reinforcement for students
9. Assist students at swimming lessons under the supervision of the teacher
10. To assist the teacher with the general care and well-being of students with special needs
11. Provide support and strategies to teachers / relief teacher with the classroom management of special needs students

## South Coast Baptist College

### Education Assistant – Special Needs/Learning Difficulties – K-6 Position Description

12. To support students with special needs in the acquisition of emotional regulation and life skills
13. When required, to support the implementation of behaviour management plans for students with special needs in consultation with the teacher, and other relevant professional personnel
14. To encourage student independence and the development of unique talents
15. Assist the classroom teacher in the delivery of Curriculum Adjustment Plans (CAPs) and assess the progress of the student with the CAP in consultation with the classroom teacher
16. To be knowledgeable of school philosophy, procedures and policies
17. To attend excursions / camps / swimming lessons as required and directed by the Learning Support Coordinator
18. To be responsible for reporting information if a child discloses abuse
19. To communicate regularly with school support staff and to direct all student concerns or issues to the classroom teacher or Learning Support Coordinator
20. To direct all parents of students with special needs to the classroom teacher or Learning Support Coordinator when a concern is raised
21. At times may be required to attend Case Management meetings as directed by the Learning Support Coordinator
22. To provide administrative support (e.g. photocopying) as time allows.

#### 3.2 BEHAVIOUR MANAGEMENT:

1. To encourage and apply general classroom management strategies which promote appropriate student behaviour and compliment the classroom teacher's practice
2. To show dignity and respect towards students and parents
3. To provide feedback to the relevant classroom teacher on student behaviour, management and follow-up
4. To build a relationship with all students in the classroom
5. To assist the teacher in observing, recording, charting learning or behaviour, making anecdotal records, etc
6. To direct parents to discuss concerns and issues with the relevant classroom teacher.

#### 3.3 PERSONAL QUALITIES:

1. Well organised and presented
2. Good written and oral communication skills, including the ability to interact with students with special needs and/or learning difficulties, staff members and therapists
3. Good interpersonal skills, including the ability to work as part of a team
4. Good organisational skills that will assist in the delivery and development of effective education programs to students and subsequent feedback to teaching professionals

# South Coast Baptist College

## Education Assistant – Special Needs/Learning Difficulties – K-6 Position Description

### 3.4 GENERAL

The Primary School staff support students as they meet the goals of:

1. Showing love for God by learning about him and living the way he wants us to live, especially by expressing love and concern for others
2. Accepting rules and limits
3. Gaining and sharing meaning through the development of excellent literacy and numeracy skills
4. Taking responsibility for personal behaviour and resources
5. Becoming part of a supportive social community
6. Feeling safe and allowing others to feel safe

### 4. SELECTION CRITERIA

1. Certificate IV in Education Support or approved equivalent
2. Experience working with students with special needs such as Autism Spectrum Disorder / Global Developmental Delay would be an advantage
3. A current Working with Children Card and relevant Police Clearance
4. Be a committed Christian attending church on a regular basis
5. Demonstrate familiarity with a variety of teaching and learning strategies to appropriately meet students' needs
6. The ability to communicate effectively with students and staff

### 5. OTHER DUTIES

1. To attend all classes set out on the prescribed Education Assistant timetable
2. To, occasionally, attend conferences and professional development seminars as determined by the Head of Primary or the Learning Support Coordinator
3. To attend to any other activities as directed by the Head of Primary or Primary School Leadership Staff
4. To be committed to the establishment and maintenance of quality relationships with students, staff, parents and the wider community
5. Other duties as directed by the Learning Support Coordinator
6. Contribute to a safe and healthy workplace by:
  - o Following OH&S instructions and policies
  - o Reporting accidents and hazards
  - o Generally caring for own safety and that of others, including staff, volunteers, students and parents.

# South Coast Baptist College

## Education Assistant – Special Needs/Learning Difficulties – K-6 Position Description

Position Held by \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_