



# SOUTH COAST

## BAPTIST COLLEGE

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

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## **Certificate 4 Education Support Assistant**

### **Primary School**

#### **POSITION DESCRIPTION**

Commencement  
Term 1, 2023

Full Time / Part Time

# South Coast Baptist College

## Certificate 4 - Education Support Assistant

### 1. POSITION OUTLINE

<b>POSITION TITLE</b>	Certificate 4 Education Support Assistant
<b>Leadership/Reports to</b>	Head of Primary
<b>Responsible to</b>	SCBC Principal
<b>Commencement Date</b>	Term 1, 2023
<b>Contract</b>	Term 1, 2023 – Term 4, 2023
<b>EBA/Award</b>	SCBC Non-Teaching Staff Agreement 2018
<b>Employment Basis</b>	Part Time / Full time
<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 Education Support Department of South Coast Baptist College. The Primary School currently provides educational instruction and services 636 students from Kindergarten to Year 6. The advertised position is a Full Time Education Support Assistant role, commencing, Term 1, 2023. Education assistants allocated to the Primary section of the College will support successful teaching and student learning practices. The position has the potential of being ongoing based on performance and funded student requirements. The position ideally would be across the whole week, though part time applications will also be considered.

### 3. POSITION REQUIREMENTS - EDUCATION & EXPERIENCE:

1. A Certificate 4 in Education Support (CHC30812)
2. A current Working with Children Card and relevant Police Clearance
3. Experience working with students with special needs such as Autism Spectrum Disorder / Global Developmental Delay would be desired.
4. Full Job Description is available

### 4. AREAS OF RESPONSIBILITY

#### 4.1 INSTRUCTIONAL:

1. Supervision of special needs as directed by the classroom teacher and the relevant Primary School Deputy / Head of Primary.
2. Preparation of teaching materials, and other items for individual student work and at times small group work.
3. Care of students with special needs (diagnosed & undiagnosed).
4. Minimum of fortnightly meetings with The Learning Support Teacher to discuss role within classroom, i.e., teacher expectations and outcomes for learning.

# South Coast Baptist College

## Certificate 4 - Education Support Assistant

5. To develop a professional working relationship with Learning Support Staff and perform duties in a professional manner.
6. To provide feedback to the teacher so that he/she can effectively report and communicate with parents.
7. To provide appropriate encouragement and positive reinforcement for students.
8. To reinforce or consolidate classroom lessons with special needs students.
9. To assist students during 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.
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 (CAP's), to assess the progress of the student with the CAP in consultation with the classroom teacher
16. To assist in occupational, physiotherapy, speech and other therapy or behavioural programs as directed and as required by visiting specialist.
17. To be knowledgeable of school philosophy, procedures, and policies
18. To assist with the supervision of in-school and out-of-school student activities only as required.
19. To attend excursions / camps/ swimming lessons as required.
20. To be responsible for reporting information if a child discloses abuse.
21. To communicate regularly with school support staff and to direct all student concerns or issues to the classroom teacher or relevant Deputy / Head of School
22. To direct all parents of students with special needs to the classroom teacher or relevant Deputy Head of Primary when a concern is raised.
23. At times may be required to attend Case Management meetings as directed by relevant Deputy / Head of School

### 4.2 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

# South Coast Baptist College

## Certificate 4 - Education Support Assistant

### 4.3 PERSONAL QUALITIES:

1. Well organised and presented
2. Shows a high level of collaboration when working with others
3. Follows College policy in all areas

### 4.4 PROGRAM

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

## 5. SELECTION CRITERIA – (ESSENTIAL)

1. Acknowledge Christ as their personal saviour, evidenced by a dynamic living faith and conceptualise children as made in the image of God
2. To attend Church on a regular basis
3. To have Certificate 4 (CHC30812) qualifications as a prerequisite
4. Aspire to both personal, and community excellence.
5. To demonstrate familiarity with a variety of teaching and learning strategies to appropriately meet students' needs
6. To communicate effectively with students
7. To be committed to the establishment and maintenance of quality relationships with students, staff, parents, and the wider community
8. Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including staff, volunteers, students, and parents

# South Coast Baptist College

Certificate 4 - Education Support Assistant

## 6. 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 Principal
3. To arrive at the agreed daily commencement time and leave no earlier than duties finish at 3.10pm
4. To attend to any other activities and professional development as directed by the Head of Primary or Primary School Leadership Staff

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

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

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