



Courage in Wisdom | Hope in Love

Job Description

Title:	Primary Education Assistant
Reports to:	Deputy Head of Primary
EBA/Award:	SCBC Operational Staff Agreement 2024 (Pending Approval)
Employment Type:	Casual

Position Summary

The Primary School Relief Education Assistant at South Coast Baptist College plays a vital role in supporting teaching and student learning across various classes, including Kindergarten, Pre-Primary, and Primary School. This position requires appropriate qualifications as an Educational Assistant, strong collaboration skills, a commitment to Christian values, and a dedication to creating a safe and supportive learning environment. The Education Assistant will work closely with teachers, providing instructional support, assisting students with additional learning needs, and contributing to behaviour management strategies.

Job Description

Instructional Responsibilities:

- Preparation of teaching aides, materials, and other items as directed by the class teacher.
- Supervision of small groups as instructed by the classroom teacher.
- Collaborating with teachers and students to develop ongoing and in-depth projects.
- Providing care and support for students with additional learning needs.
- Offering appropriate encouragement and positive reinforcement to students.
- Maintaining a classroom environment that is safe and conducive to learning.
- Assisting with the general health and well-being of students, especially those with additional learning needs.
- Encouraging student independence and fostering the development of individual talents.
- Delivering programs outlined in Individual Education Plans (IEPs).
- Assisting in occupational, physiotherapy, speech, and other therapy or behavioural programs.
- Familiarizing yourself with school philosophy, procedures, and policies.
- Assisting with the supervision of in-school and out-of-school student activities.
- Contributing to the development, implementation, and tracking of instructional programs.
- Reporting any instances of child abuse or concerns appropriately.
- Acting as a co-teacher by observing, documenting, and researching classroom activities.
- Communicating regularly with school support staff and providing input.
- Directing parents to discuss concerns and issues with the teacher.

Behaviour Management:

- Implementing classroom management strategies to promote appropriate student behaviour.
- Demonstrating dignity and respect towards students and parents.
- Providing feedback to classroom teachers on student behaviour and management.



Program Support:

- Supporting students in achieving the goals of the school program, including spiritual development, rule acceptance, literacy and numeracy skill development, personal responsibility, community involvement, and creating a safe environment.

Other Duties:

- Attending all classes assigned by the Primary Relief Coordinator.
- Participating in professional development activities as directed by the Head of Primary or Primary School Leadership Staff.

Selection Criteria

- Appropriate qualifications as an Educational Assistant, with a minimum Certificate 3 qualification.
- Ability to work effectively with an experienced teaching team.
- Commitment to Christian values, including regular attendance at church.
- Possession of a current Working With Children Check.
- Strong communication skills with both adults and students.
- Competency in using computers in the classroom.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- 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 volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.



**SOUTH COAST
BAPTIST COLLEGE**
Thy Kingdom Come

Position Held By:	
Signed:	
Date:	