



Job Description

Title:	Relief Primary Education Assistant
Reports to:	Deputy Head of Primary
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
Employment Type:	Casual
Position Summary	
<p>Primary School Education Assistants at South Coast Baptist College (SCBC) play a vital role in supporting teaching and student learning across Kindergarten, Pre-Primary, and Primary School classes. Relief Education Assistants in the Primary School require a Certificate III (General Classroom) or Certificate IV or equivalent (Learning Support), strong collaboration skills, and a commitment to Christian values. Education Assistants work closely with teachers to provide instructional support, support the teaching and learning process and behaviour management, ensuring a safe and supportive learning environment for all students.</p>	
Job Description	
Instructional Responsibilities: <ul style="list-style-type: none">• Preparation of teaching aides, materials, and other items as directed by the class teacher.• Supervising small groups with their learning.• Encouraging and positively reinforcing student learning and behavioural choices.• Maintaining a classroom environment that is safe and conducive to learning.• Assisting with the general health and well-being of students.• Encouraging student independence and fostering the development of individual talents.• Delivering programs outlined in Curriculum Adjustment Plans (CAP's).• Assisting with the supervision of in-school student activities.• Liaising with school support staff to enhance student learning and well-being.• Directing parents to discuss concerns and issues with the teacher.	
Behaviour Management: <ul style="list-style-type: none">• Demonstrating dignity and respect towards students and parents.• Supporting effective classroom management.• Encouraging students with self-regulation and positive interactions with others.	
Program Support: <ul style="list-style-type: none">• Supporting students in achieving the goals of the school program, rule acceptance, literacy and numeracy skill development, personal responsibility, community involvement, and creating a safe environment.• Supporting students in literacy, numeracy, and spiritual development through structured activities and engagement.	
Other Duties: <ul style="list-style-type: none">• Attending all classes assigned by the relevant Deputy Head of Primary• Engaging in professional development as directed by College Leadership to enhance teaching support skills.	



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 actively be a part of a Church or Christian community and exemplify 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.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&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.

Other Matters

Note: This job description provides an outline of roles associated with the position, though duties may vary at the discretion of the College.

Position Held By:	
Signed:	
Date:	