



Job Description

Title:	Education Assistant (Cert 3) – Year 1 Classroom
Reports to:	Deputy Head of Primary / Principal
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	0.96 FTE – 5 days per week
Employment Type:	Contract – 12 months (Maternity Leave cover)

Position Summary

We are seeking a dedicated and enthusiastic Classroom Assistant to support one of our three Year 1 classrooms at South Coast Baptist College in 2025. The Primary School provides educational instruction and services to approximately 680 students from Kindergarten to Year 6.

The minimum qualification for this role is the CHC30221 Certificate III in School-Based Education Support; however, applicants with alternative, relevant qualifications may also be considered.

Education Assistants in the Primary School play a vital role in supporting effective teaching and learning practices. Working closely with classroom teachers, the successful applicant will assist with instructional delivery, behaviour management, and the creation of a safe and supportive learning environment that fosters student engagement and achievement.

Subject to a successful performance review, there may be an opportunity to extend the appointment beyond the initial term.

Job Description

- To provide appropriate encouragement and positive reinforcement for students.
- To respect the teacher's expectations for the tone in the classroom.
- To assist with classroom rotations, and work with small groups or individual children as directed by the classroom teacher.
- To encourage and apply general classroom management strategies which promote appropriate student behaviour and compliment the classroom teacher's practice.
- To build a relationship with all students in the classroom.
- To direct parents to discuss concerns and issues with the relevant classroom teacher.
- Show initiative and the ability to complete set learning tasks at an excellent standard.
- To encourage student independence and the development of unique talents of each individual child.
- To be knowledgeable of school philosophy, procedures and policies in the College Staff Handbook.
- Preparation of teaching aides, materials, and other items for the classroom teacher



Selection Criteria

- A Certificate 3 in School Based Education Support (CHC30221) or a Certificate 3 in Children's Services is essential.
- A knowledge of EYLF and NQS Standards in a Junior Primary classroom setting.
- Ability to successfully engage children in explicit literacy and numeracy activities.
- Familiarity with Reggio Emilia project-based learning.

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

Position Held By:	
Signed:	
Date:	