



## Job Description

Title:	<b>Secondary Education Assistant</b>
Reports to:	Deputy Head of Secondary
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	FTE 0.4 – 0.5
Employment Type:	Contract – 2026

### Position Summary

South Coast Baptist College seeks a dedicated Education Assistant for the secondary school, providing support on a part time or full-time basis. This role involves assisting students under the guidance of classroom teachers and school leadership, fostering inclusive learning environments and supporting the educational journey.

### Job Description

#### Instructional Support:

- Supervise students as directed by classroom teachers and school leadership.
- Prepare lessons and materials for individual and small group work.
- Care for students with special needs, both diagnosed and undiagnosed.
- Maintain regular communication with Learning Support Staff and classroom teachers.
- Provide feedback to teachers on student progress and behaviour.
- Assist with classroom management and reinforcement of lessons.
- Support students with emotional regulation and life skills acquisition.
- Implement behaviour management plans in consultation with teachers and professionals.
- Encourage student independence and talent development.
- Assist with the delivery and assessment of Curriculum Adjustment Plans (CAPs).
- Collaborate with occupational therapists, physiotherapists, and other specialists as required.
- Ensure compliance with school policies and procedures.
- Supervise students during in-school and out-of-school activities, including excursions and swimming lessons.
- Report any incidents of abuse or concerns promptly and appropriately.

#### Behaviour Management:

- Apply classroom management strategies to promote appropriate student behaviour.
- Show respect and dignity towards students and parents.
- Provide feedback to classroom teachers on behaviour management and follow-up.
- Build positive relationships with all students in the classroom.

#### Personal Qualities:

- Organized and professional in presentation.
- Creative and engaging teaching style, promoting inclusivity.
- Excellent collaborative skills for working with colleagues.
- Understanding of different learning styles and ability to differentiate instruction.



## Selection Criteria

### Essential:

- Certificate in Education Support.
- Familiarity with diverse teaching and learning strategies.
- Effective communication skills with students and families.
- Commitment to building positive relationships within the school community.
- Understanding of the teacher's role as a role model.
- Adherence to occupational health and safety guidelines.

### Desirable:

- Experience working with students with special needs.
- Knowledge of Autism Spectrum Disorder, Global Developmental Delay, or Language Delay.
- Creative and engaging teaching style.
- Collaborative skills for working effectively with colleagues.
- Understanding of different learning styles and differentiation techniques.

### Other Duties:

- Attend all assigned classes according to the Education Assistant Timetable.
- Occasionally attend conferences and professional development seminars.
- Adhere to agreed-upon daily schedule.
- Fulfill additional responsibilities as directed by the Head of Secondary or school leadership.

## 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, 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 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.



**SOUTH COAST  
BAPTIST COLLEGE**  
*Thy Kingdom Come*

#### 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:	