



Courage in Wisdom | Hope in Love

Job Description

Title:	Primary Education Assistant
Reports to:	Deputy Head of Primary / Head of Primary / Principal
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	1.0 FTE
Employment Type:	Contract

Position Summary

South Coast Baptist College (SCBC) are seeking a dedicated and enthusiastic Education Assistant to support teaching and learning within our Primary School at South Coast Baptist College. This role contributes to the Christ-centred mission of the College by fostering a nurturing, supportive, and engaging learning environment for all students.

The minimum qualification for this position is the CHC30221 Certificate III in School-Based Education Support. Applicants with alternative, relevant qualifications will also be considered.

Education Assistants at our College play a vital role in supporting effective teaching and learning practices. Working collaboratively with classroom teachers, the successful applicant will assist with instructional delivery, behaviour support, and the creation of a positive and inclusive learning environment where students feel valued and encouraged to achieve their potential.

A commitment to uphold the Christian ethos of the College is essential.

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

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:	