



Courage in Wisdom | Hope in Love

Job Description

Title:	Primary Education Assistant – Learning Support
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

We are seeking a dedicated and enthusiastic Education Assistant – Learning Support 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 CHC40225 Certificate IV 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 and Learning Support staff, the successful applicant will assist with instructional support, behaviour support, and the implementation of learning adjustments to support students with diverse needs. The role is primarily student-focused and supports teaching and learning without assuming responsibility for classroom instruction.

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.

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Job Description

Student and Learning Support

- Provide targeted academic, social, emotional, and behavioural support to individual students and small groups, under the direction of the classroom teacher and Learning Support staff.
- Assist with the implementation of Curriculum Adjustment Plans (CAPs), Individual Education Plans, and agreed support strategies.
- Support student engagement in learning by reinforcing teacher-directed activities and adjustments.
- Encourage student independence, confidence, and positive participation in learning.
- Observe and communicate relevant information regarding student progress, engagement, and wellbeing to teaching and Learning Support staff.

Behaviour and Wellbeing Support

- Support the classroom teacher in the implementation of agreed behaviour support strategies, recognising that responsibility for behaviour management remains with the teacher.



- Act in accordance with teacher direction, College behaviour frameworks, and documented support plans.
- Support students to regulate behaviour and emotions using strategies directed by teaching staff.
- Maintain consistent expectations and professional interactions with students.
- Report concerns relating to student wellbeing or safety in line with College child safety policies and procedures.

Collaboration and Professional Practice

- Work collaboratively with classroom teachers, Learning Support staff, and school leadership.
- Prepare resources and support materials as required.
- Maintain confidentiality, professional boundaries, and ethical practice at all times.
- Supervise students during designated activities, transitions, and excursions as directed.

Selection Criteria

Essential

- **Certificate IV in School Based Education Support (or equivalent).**
- Experience supporting students with diverse learning, behavioural, and social-emotional needs.
- Understanding of inclusive education practices and reasonable adjustments.
- Ability to work effectively under the direction of teachers and Learning Support staff.
- Strong interpersonal and communication skills with students, staff, and families.
- Commitment to maintaining student dignity, safety, and independence.

Desirable

- Experience supporting students with additional needs such as Autism Spectrum Disorder, ADHD, Global Developmental Delay, or language difficulties.
- Familiarity with behaviour support frameworks and emotional regulation strategies.
- Knowledge of current student wellbeing and inclusion practices.

General Requirements

- A personal faith and commitment to the Lord Jesus Christ.
- Actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- 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

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:	