



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>Secondary Education Assistant</b>
Reports to:	Deputy Head of Secondary
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	0.4 – 1.0
Employment Type:	Permanent

### Position Summary

The Secondary Education Assistant supports teaching and learning within the Secondary School by assisting students to access the curriculum, engage positively in learning, and develop the skills required for academic, social, and personal growth. Working under the direction of classroom teachers and school leadership, the Education Assistant provides support to students with a range of learning, behavioural, emotional, and physical needs within individual, small group, and classroom settings.

The role contributes to the implementation of inclusive educational practices, Curriculum Adjustment Plans (CAPs), and behaviour support strategies, while fostering a safe, supportive, and Christ-centred learning environment. The Education Assistant works collaboratively with teachers, Learning Support staff, allied health professionals, and families to support student wellbeing, participation, and achievement.

### 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 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 intended to provide an overview of the key responsibilities and requirements of the role. It is not intended to be an exhaustive list of duties, and responsibilities may be varied, added to, or amended by the College in consultation with the employee to meet the operational needs of the College.

Position Held By:	
Signed:	
Date:	