



EDUCATION ASSISTANT Duties and Responsibilities Statement

POSITION TITLE	Education Assistant
REPORTS TO	Education Support Services: Head of Department - Education Support Services Classroom: Directors and Classroom Teacher
REMUNERATION	Teachers' Aides' (Independent Schools) Award 1988 and ASC Support Staff Enterprise Agreement 2015

PREAMBLE

The Principal is the Chief Executive Officer and is responsible to the School Council for the effective and efficient operation of our School. He has responsibility for all staff appointments. The Principal delegates to other persons the responsibility for the supervision of non-teaching staff and the effective maintenance and control of the grounds, buildings and equipment.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

Education assistants are employed in one of the following areas:

Classroom

Education Assistants in this area are employed to assist classroom and specialist teachers in the day-to-day running of the classroom. They will engage with the teaching and learning activities of the class and support the outcomes of all the students appropriate to their needs and abilities.

The role and effectiveness of programmes and strategies managed by Education Assistants will be evaluated in part during regular meetings with the classroom teacher, and on an ongoing basis with the Directors of Primary.

Education Support Services

Education Assistants in this area are employed to assist one or more specified students with special needs, both educational and physical, to engage with the mainstream activities of the class and achieve outcomes appropriate to their needs and abilities. The duties of the Education Assistant (Special Needs) are largely determined by the needs of the student themselves. Assisting a student with toileting, mobility (including lifting or restraining) dressing, feeding, and ensuring safety may be required.

The role and effectiveness of programmes and strategies managed by Education Assistants will be evaluated in part during regular IEP review meetings, and on an ongoing basis with the Head of Education Support Services.

Education Assistants may be employed on a part-time basis. Their time with students will be negotiated

SPECIFIC RESPONSIBILITIES

so that the Education Assistant's time is spent in the most productive way to assist student learning.

Classroom

Education Assistants working in this area are:

- To assist in the implementation of teaching programmes under the direction of classroom teachers and specialist teachers.
- To help prepare, set up and pack up activities, including organisation of furniture/equipment in room.
- To clean surfaces and resources as required to maintain a hygienic learning environment.
- To oversee small groups of children in activities as directed by the teacher.
- To be present and assist children to join in and maintain focus during whole class activities including mat sessions directed by the teacher.
- To assist in making of classroom and teaching resources as required by class teacher and specialist teachers.
- To organise children's work for the purpose of display, records or tidy up.
- To assist with the planning and organising of excursions under the direction of the classroom teacher.
- To attend and participate in class excursions, school events and outings including to supervise and encourage children during their participation.
- To respond to the appraisal requirements of the school.
- To assist children with toileting and personal hygiene as required.
- To facilitate duty of care requirements in relation to child ratios as per year level requirements.
- To attend to sick children and perform minor first aid when necessary.
- To assist with the arrival and departure procedures for children.
- To act in a caring way towards all children to promote positive relationships.
- To interact with families in a positive manner, promoting strong home/school relationships.
- To assist teachers in managing classroom behaviours.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

Education Support Services

Education Assistants working in this area are to:

- Work closely with teachers and the ESS Team to develop and evaluate a student's Individual Education Plan (IEP).
- Attend any camps or excursions as determined by the Head of Education Support Services.
- Support students with additional cognitive, physical, social emotional and sensory needs.
- Assist with the toileting, personal hygiene and physical support of students, as required.
- Participate in onsite student therapy with students, transferring therapy techniques and goals into the classroom.
- Supervise specific students during, before and after school, recess and lunchtimes, as required.
- Assist in planning of teaching programmes, as required.
- Oversee small groups of children in activities.
- Assist in planning, organising and assisting on excursions.
- Attend case-conference meetings, as required.

GENERAL DUTIES

Education Assistants working in either area are required to:

- Assist in the supervision of inside or outside play.
- Assist classroom teachers, when required, in the day-to-day running of their classroom.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of the Anglican Schools Commission (Inc) and John Septimus Roe Anglican Community School
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the School. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Apply Work Health and Safety requirements in the workplace
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner
- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of whole staff and smaller groups when required
- Be proactive in sourcing and engaging in on-going personal professional development in line with the School's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the School context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

EDUCATION ASSISTANT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date