

## 1. POSITION IDENTIFICATION

<b>POSITION TITLE</b>	Education Assistant
<b>REPORTS TO:</b>	Deputy Principal (Teaching & Learning)
<b>AWARD:</b>	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teachers' Enterprise Bargaining Agreement 2014 Classification: Teacher Assistant – Special Needs
<b>CONDITIONS</b>	This position has a time allocation to be negotiated based on needs.

## 2. THE ROLE

An Education Assistant supports the Mazenod College's main objective of teaching and learning of students through assisting teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Employees at this level work under direct supervision performing routine tasks that require basic competencies and using established methods and procedures. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

## 3. SPECIFIC DUTIES

Under teacher direction, the Education Assistant can be expected to perform tasks within the following range:

- assists the teacher in the delivery of planned education programs, including the operation of computers; and, under teacher direction, implements individual or small group programs or demonstrations
- assists with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstration, and assisting the teacher with clean and safe storage of items after classes and activities
- assists the teacher with the care and supervision of students in out-of-class activities and on school excursions
- assists the teacher with the general care and wellbeing of students
- assists with the management of resources by maintaining and updating inventory lists,
- monitoring stock levels and requirements and reporting these to the teacher
- provides administrative support and may in accordance with school policy be required to collect
- Other duties as directed by the Principal.

## 4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Demonstrated sound interpersonal skills including the ability to work as part of a team.
- Demonstrated sound organisational skills that will assist in the delivery of effective educational programs to students.
- Demonstrated ability to assist with the general health and well-being of students
- have a current Working with Children Card and National Coordinated Criminal History Check