



Job Description

Title:	Education Assistant – Secondary School
Reports to:	Head of Learning Support & Enrichment
Working Relationships	Internal: <ul style="list-style-type: none">• Teachers• Learning Support Team
Current FTE:	0.8
Work days/hours:	6.5hrs/day 8:15am to 3:15 pm with half hour unpaid lunch break
Job Summary	
To work as an integral team member of the Learning Support Area. Education Assistants allocated to the Secondary School section of the College will support successful teaching and student learning practices.	
Qualifications / Work Experience	
<ul style="list-style-type: none">• Certificate in Education Support or approved equivalent• Relevant experience• A current Working with Children Check	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none">• Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College.• An ability to work with and relate to adolescents / young adults effectively• Knowledge of and a demonstrated commitment to Protective Behaviours/Child Protection education and care practices that ensure a child-safe learning environment• Excellent written and oral English communication skills• Proactive, adaptable, punctual and reliable• Able to establish rapport and maintain effective working relationships with students, parents and other staff• High levels of competency and creativity in lesson task preparation, tidying up and packing way and record keeping where appropriate• High level of behaviour management skills	
Desirable	
<ul style="list-style-type: none">• Computer literate and confident with programmes used at Mandurah Baptist College• Experience of MACQLIT intervention programme• Understanding of and experience in secondary schools in a wide range of subjects	
Key Result Areas	
<ul style="list-style-type: none">• Instructional• Behaviour Management• Administrative Support• Reporting and record-keeping	
Key Tasks & Responsibilities	
1. The role works under the direction of the Head of Learning Support & Enrichment, classroom teachers and within the learning support team and consists of a number of duties which may include (but not restricted to): <ul style="list-style-type: none">• Preparation of teaching aids, materials and other items for individual student work and/or small group work• Minimum of fortnightly meetings with Teacher to discuss role within classroom, i.e. teacher expectations and outcomes for learning• Develop a professional working relationship with the teacher and perform duties in a professional manner	

<ul style="list-style-type: none"> • Provide feedback to the teacher so that he/she can effectively report and communicate with parents • Provide appropriate encouragement and positive reinforcement for students • When required, to support the implementation of behaviour management plans for students with special needs in consultation with the teacher, and other relevant professional personnel • Communicate regularly with school support staff and to direct all student concerns or issues to the classroom teacher • Provide administrative support (e.g. photocopying) as time allows. • Encourage and apply general classroom management strategies which promote appropriate student behaviour and compliment the classroom teacher's practice • Show dignity and respect towards students and parents • Provide feedback to the relevant classroom teacher on student behaviour, management and follow-up • Build a relationship with all students in the classroom • Assist the teacher in observing, recording, charting learning or behaviour, making anecdotal records, etc • Direct parents to discuss concerns and issues with the relevant classroom Teacher • Work collaboratively and cooperatively within the LS team and with other College staff • Endeavour at all times to demonstrate the College's values in attitude and practice • Support and contribute to the Christian ethos of the College. Actively "live out" the College's Christian mission in everyday work and practice • Seek to resolve differences constructively • Attend after hours College events
2. Fulfil all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
3. Ensure compliance with MBC values, policies and standards. Follow reasonable directions in relation to Work Health and Safety
4. Any other duties as directed

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