



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>Certificate 3 – Junior Primary Education Assistant</b>
Reports to:	Head of Primary
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	0.8 FTE – 4 Days per week
Employment Type:	Contract – Term 4 – With potential to be ongoing

### Position Summary

South Coast Baptist College is seeking a passionate and dedicated Certificate 3 Classroom Education Assistant to join our dynamic Junior Primary team. With over 660 students from Kindergarten to Year 6, our Primary School is a vibrant and nurturing environment where young minds thrive. This part-time position, commencing in Term 4, 2024, offers an exciting opportunity to contribute to our students' educational journey four days a week (Monday, Tuesday, Thursday, and Friday). As an integral part of our teaching team, you will support successful teaching and student learning practices, with the potential to continue in the role pending a successful appraisal.

### Job Description

As a Classroom Education Assistant, you will play a crucial role in supporting both students and teachers in our Junior Primary classes. Your responsibilities will include:

- Applying your knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS) to create a supportive and effective classroom environment.
- Engaging children in explicit literacy and numeracy activities, fostering their academic growth.
- Assisting with the implementation of Reggio Emilia project-based learning, encouraging creativity and exploration.
- Providing positive reinforcement and encouragement to students, contributing to a positive classroom tone as set by the teacher.
- Assisting with classroom rotations and working with small groups or individual students as directed.
- Supporting general classroom management strategies that promote appropriate behaviour and align with the classroom teacher's practices.
- Building strong relationships with all students, fostering a sense of community and belonging.
- Directing parents to communicate any concerns with the relevant classroom teacher.
- Demonstrating initiative and completing set learning tasks to an excellent standard.
- Encouraging student independence and helping to develop the unique talents of each child.
- Familiarizing yourself with the school's philosophy, procedures, and policies as outlined in the College Staff Handbook.
- Assisting in the preparation of teaching aides, materials, and other items as required by the classroom teacher.



### Selection Criteria

- Possession of a Certificate 3 in Education Support (CHC30812) or a Certificate 3 in Children's Services is essential.
- A current Working with Children Card and relevant Police Clearance are required and must be submitted by the applicant.

### 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.
- Working With Children Card.
- Police Clearance.
- Contribute to a safe and healthy workplace by:
  - Following OH&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 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:	