**Courage in Wisdom | Hope in Love**

**Job Description**

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| Title: | **Primary Education Support Assistant – Certificate IV** |
| Reports to: | Head of Primary |
| EBA/Award: | South Coast Baptist College Operational Agreement 2024 |
| FTE: | 0.92 - 0.99 FTE |
| Employment Type: | Contract |
| Position Summary  |
| South Coast Baptist College is seeking a Certificate IV Education Support Assistant for our vibrant Primary School. In 2025, the Primary School will cater to 680 students from Kindergarten to Year 6, providing high-quality education and support. Education Assistants in the Primary School play a vital role in supporting effective teaching and enhancing student learning outcomes. Continuation in the role beyond the initial period may be offered, subject to successful appraisal, performance, and funded student requirements. |
| Job Description |
| As a Education Support Assistant, you will play a crucial role in supporting both students and teachers in our primary classes. Your responsibilities will include:* Supervision of special needs students as directed by the classroom teacher and the relevant
* Primary School Deputy / Head of Primary.
* Preparation of lessons, and other items for individual student work and at times small group work.
* Care of students with special needs (diagnosed & undiagnosed).
* Minimum of fortnightly meetings with the Learning Support Teacher or Classroom Teacher to
* discuss the role within classroom, i.e., teacher expectations and outcomes for learning.
* To develop a professional working relationship with Learning Support Staff and perform duties in a professional manner.
* To provide feedback to the teacher so that he/she can effectively report and communicate with

parents.* To provide appropriate encouragement and positive reinforcement for students.
* To reinforce or consolidate classroom lessons with special needs students.
* To assist students during swimming lessons under the supervision of the teacher
* To assist the teacher with the general care and well-being of students with special needs.
* Provide support and strategies to teachers / relief teacher with the classroom management of

special needs students.* To support students with special needs in the acquisition of emotional regulation and life skills.
* 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.* To encourage student independence and the development of unique talents.
* Assist the classroom teacher in the delivery of Curriculum Adjustment Plans (CAP’s), to assess the progress of the student with the CAP in consultation with the classroom teacher
* To assist in occupational therapy, physiotherapy, speech and other therapy or behavioural

programs as directed and as required by visiting specialist.* To be knowledgeable of school philosophy, procedures, and policies
* To assist with the supervision of in-school and out-of-school student activities only as required.
* To attend excursions / camps/ swimming lessons as required.
* To be responsible for reporting information if a child discloses abuse.
* To communicate regularly with school support staff and to direct all student concerns or issues to the classroom teacher or relevant Deputy / Head of School
* To direct all parents of students with special needs to the classroom teacher or relevant Deputy Head of Primary when a concern is raised.
* At times may be required to attend Case Management meetings as directed by the relevant Deputy / Head of School.
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| Selection Criteria  |
| * Knowledge of the Early Years Learning Framework (EYLF) and National Quality Standards (NQS).
* Ability to engage children in literacy and numeracy activities and support small group or individual learning.
* Proven capacity to build positive relationships with students and implement effective behaviour management strategies.
* Experience with project-based learning and fostering student independence.
* Skills in preparing teaching materials and completing tasks to a high standard.
* Understanding of school policies and the ability to liaise professionally with parents.
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| 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 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.
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| 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. |

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| Position Held By: |  |
| Signed: |  |
| Date: |  |