

Role Description

Position Title	Educational Assistant, Main School	Direct reports	Nil
Department	General Administration	Classification	Level 3 - Schedule E (General Staff Salaries)
Responsive to	Head of Individual Differences, Deputy Principal	Employment Status	Full-Time
Reporting to	Head of Individual Differences, Principal	Date	November 2020

The Organisation

At Christ Church Grammar School, we inspire and ignite hearts and minds. Our school was founded in 1898 and is a leading inner city, independent, Anglican, coeducational primary school that provides an outstanding education for children through until Year 6.

Our breadth and depth of expertise makes us unique.

Our Vision

We aspire to be the leading coeducational school for children through to Year 6.

Our Mission

- We embrace explicit, evidence-based learning
- We enable every child to be their best
- We ensure our children learn in an environment grounded by love and faith
- We foster caring, supportive and enduring relationships with children, families and the community.

Our Values

- Cherishing individuality
- Inspiring excellence
- Thinking globally
- Showing respect
- Having faith

All we do is embedded in respect, integrity, empathy and courage.

Values Statements



Cherish individuality

Through acknowledgement and acceptance of all children's individuality, learning is personalised. Diversity is celebrated and everyone's uniqueness is appreciated. Staff, parents and children at our school are cherished and valued. We develop and nurture trusting relationships based on respect and honesty.

Inspire excellence

Inspiring excellence means to be, do and give of our best in all aspects of school life. We believe in setting high standards and we have a passion for what we do. We trust in each other and have faith. Professional collaboration and teamwork are key components to continual improvement and high standards. Communication, knowledge and support for parents and teachers are vital elements of our school life.

Think globally

We embrace open dialogue within and beyond our school. We accept and understand connectedness and our curriculum embraces the exploration of other cultures. We constantly strive to make multi-faceted connections with the broader community and we are committed to having the capacity to extend our reach beyond the boundaries of the school.

Show respect

We treat others how we would like to be treated and look after our environment. We model, show and expect respect in all aspects of school life. We believe that our expectations must be consistent and that people should feel comfortable to have open conversations in order to achieve great outcomes.

Have faith

We embed the Anglican faith into our daily practice and interactions. We also acknowledge and respect other faiths. We believe in fostering a culture of respect and faith and we have faith in all members of our community.

Your Team

The role of the Christ Church Grammar School Educational Assistant is to facilitate the achievement of the school's objectives by developing and delivering responsive and contemporary high-quality education to the children.

Your Role

The Educational Assistant role supports the educational program for all of the children within the school.

As an educator, you are expected to be an active member of a team which provides high quality education and care to students at the school.

This includes:

- Actively supporting the school's Vision, Mission and Values statements
- Implementing the policies and associated procedures of the school at all times
- Developing strong educational relationships with children at the school
- Fostering highly professional relationships that support and partner with families within the school community; and
- Working collaboratively with other staff towards continuous improvement in all areas of the school's operations, especially the delivery of literacy and numeracy programs

Key Responsibilities

General Responsibilities

- Work in accordance with the requirements, policies and procedures of Christ Church Grammar School
- Deliver, as part of a team, high quality educational programs for students; and
- Provide ongoing support and assistance to other staff in all areas of school

Specific Responsibilities

Educational program and practice

- Provide assistance or guidance to other employees in the work area
- Liaise between the school, the student and the students' family (under the direction of a Teacher) where some discretion and judgement are involved.
- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment, under the supervision of a Teacher, of the learning needs of students
- Implement the school's pedagogical and teaching decisions
- Contribute to the development of programs for specific students, particularly in literacy and numeracy
- Contribute to the planning, implementation, evaluation and reflection stage of programs which reflect the abilities, skills and interests of children
- Assist with the implementation of daily routines and use routine times as opportunities for learning
- Under direction of teachers, contribute to the planning of children's learning and the documentation of this so as to make their learning visible
- Under direction of teachers, maintain ongoing records of the child's development and records of children's assessments against learning outcomes
- Engage in critical reflection and evaluation of children's learning and use this as a primary source of future planning; and
- Attend co-planning meetings weekly or as required.
- Other related duties as requested by Management.

Children's health and safety

- Become familiar with all policies regarding health and safety at the school;
- Ensure that children are safe and adequately supervised at all times
- Fulfil supervision duties as required by the school
- Ensure that the environment is safe, supportive, stimulating and educational for children
- Respond positively and consistently to children's additional needs/requirements – diet/allergies, developmental etc
- Ensure a high standard of hygiene is maintained in compliance with procedures and policies
- Comply with the school's first aid and medication procedures and policies; and
- Assist to ensure the school's child protection policy is implemented

Physical environment

- Contribute to the development of an environment for children which fosters curiosity, exploration and problem solving
- Maintain respect for the learning environments, both indoors and outdoors
- Assist to maintain the aesthetics of the environment along with the children
- Maintain a clean and safe work environment; and
- Report all workplace accidents and hazards to the supervising teacher. Implement immediate action for identified hazards if able to do so

Staff Relationships and Development

- Demonstrate the school's Code of Conduct in all interactions and relationships
- Respect and support colleagues by developing positive and ethical channels of communication that are based on principles of mutual respect, equity and fairness
- Maintain professional and ethical standards when dealing with colleagues, families and the children
- Participate in ongoing professional development and training programs as required by the school; and
- Attend staff and planning meetings as required and contribute to these meetings as required

Relationships with children

- Maintain respectful, equitable and genuine relationships with all children are maintained at all times
- View and respect children as competent and capable and engage in meaningful interactions with them
- Encourage appropriate behaviour with positive behaviour guidance strategies and by implementing the School's Behaviour Support Strategies
- Respond to the emotional, social and wellbeing needs of each child
- Respect children's similarities, differences, cultures and diversities
- Ensure each child's dignity and the rights of each child are maintained at all times
- With guidance from teachers, ensure students with additional needs are supported to access inclusion assistance; and
- Assist in maintaining up-to-date records of the children within your groups
- Collaborative partnerships with families and the School community
- Develop and maintain positive and respectful relationships with families
- With guidance from teachers, engage positively in the orientation, enrolment and transition processes for families and children
- Create a safe, supportive and informative environment for families
- Maintain the confidentiality policy on children, families and staff at all times

Any other duties specified by the Principal or Deputy Principal.

Spirituality

- Behave in a way that is in sympathy with the school
- Support the work of the Chaplain by attending Chapel and the exploration of spiritual themes within the classroom
- Recognise a spiritual search for meaning as an essential element of our common humanity

Professional Development

- Keep up to date with curriculum and resource development
- Maintain adequate technology competencies relevant to teaching
- Attend appropriate seminars and courses
- Participate in subject or area association meetings as appropriate
- Maintain relationships with professional associations
- Participate in and contribute to the school's professional development programs
- Participate in the school's professional development and review process
- Participate in the development and evaluation of curriculum, programs and resources for the implementation of the curriculum

Service and Teamwork

- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
- Maintain professional confidentiality concerning information about staff and/or students

Performance Feedback

Participate in the school's Annual Appraisal System.

Child Safety

All personnel working at Christ Church Grammar School in any capacity (including volunteers, contractors, teaching staff, administrative staff etc.) must be aware of the Child Safe Standards as outlined in Ministerial Order 870 and must comply with the school's policies and practices related to these.

Other

Working with Children Check

- The school is a smoke-free environment;
- Other general conditions as per the EBA for Teaching Staff.

Environment, Health and Safety

1. Comply with the School's OH&S policies and procedures
2. Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to their Manager
4. Participate in meetings, training and other environment, health and safety activities
5. Not wilfully place at risk the health or safety of any person in the work place
6. Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperate with the school in relation to activities taken by the school to comply with OH&S and environmental legislation

Equity, Diversity and Inclusion

1. Model and promote appropriate behaviour in relation to equity and diversity principles and practices
2. Embrace the school's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training.

Your Relationships

Your role requires interaction with the following stakeholders:

Internal

- Principal and Deputy Principal
- Leadership Team
- Head of Individual Differences
- Head of Curriculum
- Head of Early Years
- Teaching staff
- General Administration Staff

External

Parents of students

Key Selection Criteria Experience, knowledge and Skills

As a **suitable** candidate, you will have:

Teaching

- Ability to show initiative and to be proactive
- An engaging delivery style that stimulates and educates students
- Willingness to promote the integration of technology in the classroom

Relationships

- The ability to build trusting and respectful relationships with students, parents, peers and other staff

Teamwork

- The ability to work as part of a team and independently

Professionalism

- Punctuality and flexibility
- Ability to work under pressure and to deadlines
- The ability to maintain confidentiality
- The ability to represent the School at a professional level
- Excellent manner in dealing with staff, students, parents and general public

Problem Solving

- Problem Solving and decision-making skills

Interpersonal Skills

- Effective communication and interpersonal skills to develop and sustain quality working relationships

Time Management

- Effective planning and time management skills
- The ability to prioritise

Technology

- Competent technology skills relevant to the teaching areas

As a **suitable** candidate, you will have completed:

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Min Quals for Level 3

- Certificate III or
- Completion of Year 12 or a Certificate II with relevant Work Experience
- An equivalent combination of relevant experience and/or education/training
- Progress towards completing a related Cert IV or Diploma

Health Unit Related Training

- First Aid training
- Anaphylaxis, Asthma and CPR training

As an ideal candidate, you will have:

- A Diploma in a relevant setting
- Undergraduate qualifications in primary education

- Experience in a school setting

Workplace Behaviours

In your role, you are expected to adhere to the School's Behaviours which are listed below:

Courage *our team...*

- Admit mistakes
- Have honest conversations
- Believe in themselves and each other
- Stretch beyond their comfort zone
- Are prepared to do things that are not always easy
- Take action, where needed
- Resolve issues
- Enact our values and convictions
- Take risks
- Have zero tolerance to bullying

Integrity *our team...*

- Do the right thing, even when no-one is watching
- Are honest and truthful
- Support each other
- Are objective and open
- Live our values
- Honour their word – if we make a promise, we keep it

Respect

- Are honest with each other
- Appreciate opportunity
- Are kind to each other
- Are accountable – we follow through
- Take pride in what we do
- Include everyone
- Support each other
- Value differences
- Look after the property of others
- Listen and acknowledge each other's opinions
- Have an open mind
- Acknowledge effort
- Value confidentiality

Empathy *our team*

- Listen and acknowledge each other
- Help each other
- Are authentic and genuine
- Are respectful and care deeply
- Do what we say that we are going to do

Classification Description

In accordance with the Christ Church Grammar School's Enterprise Bargaining Agreement (EBA) 2018-2021 or subsequent agreement.

Declaration

I _____ (name) acknowledge that I have read and understood the **Educational Assistant** role description which forms part of my employment contract from the date of issue.

I accept that the role description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: _____ (signature) Date: _____