

Position description



EDUCATION ASSISTANT

- REPORTING TO:** Head of Learning Support
- APPOINTMENT:** Part-time – fixed term
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 830 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work with and teach students within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Education Assistant role is to work as part of the Learning Support Team. Education Assistants will be required to assist students with additional learning needs in the classroom under the direction of the classroom teacher. Education Assistants may be required to work with small groups of students, or one on one, assisting with learning and / or behavioural challenges. With appropriate training, EAs may be required to run intervention programs.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Learning Support team, and members of a Christian learning community, the Education Assistant plays a pivotal role in supporting students in a manner that is consistent with the

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values of the College and Biblical principles.

RESPONSIBILITIES:

- Modelling Christian leadership and promoting the College and Christian education.
- Provide a child safe environment in accordance with the child safe standards and obligations
- Work within the Learning Support department to provide support for students with additional learning needs
- Maintain records and data on students they are assisting

Specific Duties

- Follow daily timetable
- Follow instructions from classroom teacher / Head of Learning Support
- Update student records on SEQTA
- Assist students with their learning and / or behavioural needs
- Work within the Learning Support team to identify specific needs for students at risk
- Participate in Professional Development opportunities
- Fully support and participate in the co-curricular activities of the school
- Other related duties as required by the direct management

ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Education Assistant is responsible to the Head of Learning Support on a day-to-day basis and ultimately to the Deputy Principal.

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Understanding the learning needs of students with a disability
- Ability to build rapport with both staff and students
- An ability to plan, reflect, work and manage time effectively with minimal supervision
- An ability to follow instructions and work within set parameters and team environment
- Ability to problem solve and creatively find solutions
- Ability to work with a culturally diverse audience

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with students, staff and professionals
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative

https://plentyvalley-my.sharepoint.com/personal/lees_sa_pvcc_vic_edu_au/Documents/Documents/HR - SL/Position Descriptions/Education Assistance & Support/PD Education Assistant 2022.docx

Essential requirements

- Hold a Certificate III in Education Support or equivalent, highly desirable but not essential
- Experience in a learning support role or similar looked upon favourably
- Current Working With Children Check
- Computer literacy and demonstrated ability with Microsoft Office packages
- Strong literacy and numeracy skills
- Hold and maintain, or be willing to obtain immediately, an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ **Date** __/__/____

Manager

Name _____

Signature _____ **Date** __/__/____