



ST MARY'S COLLEGE BROOME

Education Assistant

Date: August 2020
Responsible to: Principal
Reporting To: Deputy Principals

Role Statement:

Employees at this level work under general supervision and guidance performing tasks that require basic competency and limited discretion in achieving clearly defined outcomes determined by the Teacher. Employees will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning, or relevant qualification.

Duties

Under guidance of the classroom teacher, the Education Assistant can be expected to provide professional support in the classroom and school environment:

- Support the College in maintaining the Catholic ethos and act in a manner that is supportive of the teachings of the Catholic Church.
- Wholeheartedly embrace the culture and vision of the College.
- Show initiative, work independently, and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Assist Teachers in the planning, delivery, monitoring and assessment of teacher programs; this may include working with small groups or individually with students.
- Provide support and training to the student in the implementation of IEP/CAP objectives including all education, therapy, hygiene, and self-care programmes as directed by the Teacher.
- Support the maintenance and use of specialised equipment including mobility devices and supports, specialised seating, computers and digital technologies, augmentative and assistive communication resources.
- Assist with development of teaching programs, support the teaching program (includes individual/small group sessions) and support literacy/numeracy programs.
- Support students within the classroom setting and provide pastoral care.
- Participate in school-based decision-making groups.
- Attend meetings and/or professional development as required by the Principal or delegate.
- Demonstrate competent use of information technologies.