



St Mary's College Broome

Application for the position of

Education Assistant – Special Needs

To commence May 2021

Name: _____

1. Please fill in **ALL** sections of this form, even if you wish to attach Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell at the following address, anthea.demin@cewa.edu.au
Your application will be acknowledged by return email. Applications close **12 noon on Wednesday 12 May 2021**
4. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. In applying for this position, you will be providing St Mary's College Broome with personal information. By submitting this application, you agree that we may store this information for as long as necessary.
7. We will not disclose this information to a third party without your consent.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.
9. Selection Criteria and Qualifications required are included as an attachment to this document.

6. REFEREES

Professional:

Name: _____

Position: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Mobile: _____

Character:

Name: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Mobile: _____

I certify that all the information provided is true and accurate.

Signature of Applicant: _____ **Date:** _____

ATTACHMENT 1

Selection Criteria for Education Assistant

- Be supportive of and promote the Catholic Vision and Ethos of St Mary's College.
- Show initiative, work independently and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Support students within the classroom setting and provide pastoral care
- Demonstrate effective communication skills with staff and students.
- Be competent users of basic IT.
- Understand and demonstrate the need for confidentiality of information.

Desirable:

Relevant experience as an Education Assistant (Special needs) or similar

Cert III Desirable

Qualifications Required:

Current Working with Children Check

Nationally coordinated Criminal History Check

Applicants should submit the following documentation as support to their application.

- Cover letter
- Curriculum vitae including the names and contact numbers of referees.
- Application Form- only the College application form is to be used.
- Statement addressing the selection criteria.
- Copies of relevant qualifications.
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Your application will be acknowledged by return email.