



GEORGIANA MOLLOY ANGLICAN SCHOOL
BUSSELTON WESTERN AUSTRALIA
Position Description

POSITION DETAILS

Position Title:	Education Assistant
Group:	Early Childhood, Junior, Middle, Senior
Supervisor:	Head of School / Head of Enrichment

DUTIES AND RESPONSIBILITIES STATEMENT

The Education Assistant position is a highly valued and integral part of the GMAS teaching class team community.

Under the direction of the teacher/Head of School, Education Assistants are responsible for the academic program within their particular class grouping. Education Assistants also work under the direction of the Head of Enrichment to assist students with specific learning needs. The school strives for a holistic approach to curriculum planning and delivery. The role of Education Assistant, mentor and facilitator is to further enhance this approach to maintain best practice.

Education Assistants are an integral part of the school's reporting process and staff/student mentoring program. Remuneration reflects the current Anglican Schools' Commission Enterprise Bargaining Agreement and is commensurate with experience and expertise.

KEY ACCOUNTABILITIES

Philosophy and Professionalism

- A commitment to actively support the mission of a Christian school in the Anglican tradition through your pedagogy and personal example both in and out of the school.
- An educational philosophy in which proactive pastoral care is central.
- The desire and ability to actively build and nurture school/family partnerships and build "community" in an Anglican School.
- Actively support the mission of the Anglican Schools Commission (Inc) and consistently espouse this mission in your daily interactions with all stakeholders in the Georgiana Molloy Anglican School community.

- Attend and participate in Chapel Services conducted in the Anglican tradition as required.
- Have experience and / or empathy with the ethos of an Anglican School offering holistic education, and be willing to make a valuable ongoing contribution to the delivery of this holistic education.
- Show an understanding of and empathy towards the specific educational needs of people in a diverse regional Western Australian community.
- Exceed parental expectations regarding the school's Pastoral Care Programme. Promote proactive Pastoral Care making this your priority as an Educational Assistant.
- Liaise constantly with the classroom teacher so they are fully informed about your observations regarding student performance both academically and socially.
- Be confident and highly skilled in the knowledge (as detailed in the Australian Curriculum) and application of appropriate information technology as a significant daily teaching and learning tool across the Key Learning Areas and cohorts that you will assist with.
- Show an excitement for and a willingness to be flexible and to competently perform a wide range of tasks in an Anglican School.
- Dress appropriately as an Independent School Educational Assistant thus bringing further credibility to the "profession" in the eyes of the wider community. In accordance with school policy, all classroom staff must wear "business" attire rather than "casual" attire (with flexibility in place appropriate to perhaps a messy task you are assisting with.)
 - This includes ties for men and a similar business standard for the ladies
 - Staff dress shall cover the shoulders, torso, midriff and thighs
 - For men polished shoes shall be worn
 - Only conservative jewellery may be worn
 - Hair styles must exclude extreme fashion statements
 - Thongs (flip flops), jeans and t-shirts are not acceptable dress
 - Closed in shoes are to be worn at all times
- Uphold and model acceptable forms of student behaviour, uniform, and grooming and deportment in accordance with the school's policies.
- React professionally rather than emotionally to both student and staff issues that occur.
- Openly, honestly and actively discuss issues of concern through the appropriate channels on campus, but maintain the strictest confidentiality and liaise in a professional way at all times when mixing with people off campus, particularly GMAS parents.
- Be well presented, well spoken, and an ambassador for the school through your personal demeanour.
- Be conversant with and comply with the Anglican Schools Commission Policies and Procedures.
- Comply with all Child Protection legislation as mandated by Commonwealth, State laws and regulations.

Pastoral Care

- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the relevant teacher or Head of School;
- Be active as a mentor in the school in accordance with the ethos of the school.

Curriculum

- Be conversant with and comply with all GMAS policies and procedures.
- Nurture Christian formation in the Anglican tradition and educational excellence in all students, inspiring them to reach their full potential as individuals and serving members of the wider community.
- Be willing and able to competently assist the teacher with a Christian Religious Studies programme if and when required to do so.
- Assist across discipline(s) and cohort levels appropriate to the school's timetabling needs.
- Assist in composite classes if and when required.
- Accurately and consistently document any discussions that you may have with parents and / or students and pass this information to the teacher.
- Assist the classroom teacher as directed on a day to day basis.

Admissions and School Marketing

- Present a positive image about the school in the public sphere at all times.

Other General Requirements

- Have the appropriate qualifications/certifications required by the school for the position of an EA.
- Provide positive reinforcement to students and act as a role model for them.
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school.
- Attend and contribute to meetings of whole staff and smaller groups when required.
- Diligently assist with rostered Campus Supervision Duty in accordance with the policies at the school when required.
- Motivate students by always making your interactions with them relevant, challenging and enjoyable.
- Any other duties that the Principal may delegate from time to time.

