



Est. 2003

POSITION DESCRIPTION

Position Title	Education Assistant (Relief)
Tenure	Casual
Department	Primary School
Reports To	Head of Learner Access and Early Intervention Head of Primary School
EBA	ASC Support Staff Enterprise Agreement 2015
Classification	Education Aides & Teaching Assistants Step 1 to Step 12
Date Last Reviewed	7 February 2025

POSITION PURPOSE

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 Learning Support 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 ACOUNTABILITIES

Under teacher direction, the Education Assistant can be expected to perform tasks within the following range:

- Assist the teacher in the delivery of planned education programs, including the operation of computers; and, under teacher direction, implement individual or small group programs or demonstrations.
- Assist with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstration, and assisting the teacher with clean and safe storage of items after classes and activities.
- Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- Assist the teacher with the general care and wellbeing of students, including attending to students with minor illnesses e.g. colds or minor first aid.
- Assist students undressing, bathing, dressing, toileting and, where necessary, clean soiled clothing and areas.
- Assist with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements and reporting these to the teacher.
- Provide administrative support and may in accordance with school policy be required to collect monies from students where appropriate.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business.
- Display a strong dedication to customer service.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders.
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school.

POSITION DIMENSIONS

People Management:

Nil

Significant Work Relationships:

- Primary/Secondary School Teachers
- Head of Learner Access and Early Intervention
- Head of Primary School

Work Pattern:

- The Education Assistant is expected to work the days and hours required to fulfil the obligations of the role; these may vary depending on the specific requirements of the Primary school and the necessary obligations the role demands at certain times of the year.
- The Education Assistant is expected to be on campus each term from 8:30am until at least 3:30pm, Monday to Friday.

SELECTION CRITERIA

Selection Criteria

1. Must hold a Certificate III and/or Certificate IV in School Based Education Support.
2. Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
3. Demonstrated sound interpersonal skills including the ability to work as part of a team.
4. Demonstrated sound organisational skills that will assist in the delivery of effective educational programs to students.
5. Demonstrated ability to assist with the general health and well-being of students.

ELIGIBILITY AND TRAINING REQUIREMENTS

1. Provide a National Coordinated Criminal History Check (NCCHC) issued no longer than 6 months prior to commencing duties. The NCCHC must be renewed every three (3) years and staff must advise the school if their situation changes, which would impact on their suitability to continue work.
1. Obtain or hold a current Working with Children Check.
2. Be supportive of the objectives and ethos of an Anglican education.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal Mr Brad Evans
Name _____ Signature _____ Date _____

**Education
Assistant** _____
Name _____ Signature _____ Date _____