



Carey
Baptist
College
Harrisdale

Position Description Education Assistant - Primary

Overview

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values excellence.

General Duties

Under the direction of the classroom teacher general EA duties may include:

- Providing assistance to deliver planned education programs with an individual student or with a small group.
- Assist the teacher by assessing students, helping to record answers and making note of and / or informing the teacher of observations.
- Run small group activities as planned by the teacher, such as Maths groups and Literacy groups, guided reading activities, cooking, craft and technology activities.
- Liaise with parents as required including when parents are helping with classroom activities and special events.
- Assists teachers in managing student behaviour by encouraging and supporting appropriate behaviours for individual students, and implement the classroom behaviour plan for inappropriate behaviour. Inform the teacher of discipline measures.
- Assist the classroom teacher to teach computing and other digital technologies.

- Assist the teacher in supervising students during incursions, excursions and getting changed after swimming lessons.
- Assist the teacher to prepare students for Assembly items including costuming and props.
- Assist the teacher to respond to accidents, illness, emergencies or threats.
- Assist the teacher with the general care and well being of students, including those with learning difficulties, special needs or medical conditions. This also includes attending to students with minor illnesses (e.g. colds, or students in need of minor first aid, toileting), and administering emergency medication.
- Other duties as required.

Classroom environment

- Assist with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstrations, and assisting the teacher with clean and safe storage of items after classes and activities. This includes following a regular schedule of cleaning classroom materials used such as Lego, Mobilo and other similar materials.
- Assist to keep the classroom tidy and organised. Provide assistance to keep materials easily accessible for teachers and students.
- Assist with cleaning and tidying after activities including painting and cooking.

Resources

- Prepare resources such as laminating, cutting, photocopying and making booklets.
- Covering reading books or preparation of books for covering by parents.
- Unpacking new stock and checking off invoices.
- Informing the Area Manager or teacher responsible when resource stocks are low.
- Helping to maintain an organised and orderly storeroom so materials are easily and safely accessible.
- Complete an order for resources when approved by the Budget Manager.
- Assist with shopping for classroom resources or materials.
- Assist completing order forms for new resources, sending forms and following up on purchases.
- Shopping for items including resources for investigations and cooking.

Pod and Fort

- Regularly sweep and tidy the play pod.
- Ensure materials are well organised, and easily and safely accessible by young students.
- Stock up the consumables in the play pod such as chalk, drawing paper and other stationery items.
- Check materials and equipment in the fort for safety. Follow up by informing a teacher, removing unsafe items, labeling and setting aside, putting in maintenance tickets or having items removed, as required.

Other

- Attends Staff/Team Meetings and Professional Development as required.
- Liaises with teachers and professional staff as required
- Other duties as required.

*The following are **not** part of the Roles and Responsibilities of the Education Assistant:*

- Making evaluations of student progress from assessment tasks.
- Implementing standardised or criterion referenced tests with students.
- Speaking to parents about their child's progress, or school systems and procedures.
- Designing worksheets or rubrics.
- Working longer hours on days that are not pre-set.

Knowledge, Experience and Attributes:

- Have appropriate qualifications in Education Support.
- Be supportive of the Christian ethos of the School.
- Be able to establish caring relationships with students, demonstrating the love of God on a daily basis.
- Demonstrate a deep understanding of the developmental needs of young children.
- Show initiative, flexibility and the ability to work both independently and as part of a team.
- Possess excellent personal and interpersonal skills.
- Demonstrate well-developed organisational skills.
- Demonstrate a high degree of professionalism and confidentiality.
- Be a self-motivated and rapid learner.
- Work collaboratively using the existing processes and framework.
- Communicate respectfully and clearly (spoken and written text).
- Be organised and meet deadlines.
- Demonstrate a solution focused approach.
- Be a positive, hard-working, collaborative and a flexible professional.
- Be a thinker and an action-oriented doer.
- Contribute to a positive and productive work environment.
- Seek and use feedback to improve performance.