



POSITION DESCRIPTION: Education Assistant – Special Needs

SCHOOL PROFILE

Grace Christian School is an independent, non-denominational, co-educational school affiliated with Christian Schools Australia and is a ministry of Dreambuilders Church. The school is conveniently located within the City of Bunbury, a growing coastal regional city, 187km south of Perth. The current school enrolment is approximately 700 students from Pre-Kindergarten to Year 12 and provides Bible-based education in an atmosphere of Christian community.

GRACE STAFF

Grace Christian School staff are committed Christians and play a vital role in enabling the school to deliver on its educational commitment to both parents and students.

The following statements are intended to describe the general nature and level of work expected and being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. REMUNERATION AND CONDITIONS OF APPOINTMENT

WA Christian Schools Non-Teaching Staff Multi-Enterprise Agreement

2. POSITION OBJECTIVE

To assist teaching staff and provide support to students as directed by the Head of Learning Enrichment, ensuring students receive high quality pastoral and academic support, consistent with the ethos aims and objectives of the school which are based on:

- acceptance of the Lordship of Christ and,
- acceptance of the Bible as the revealed word of God.

3. REQUIREMENTS OF THE POSITION

- A committed Christian in regular fellowship at a local church.
- Empathy with the ethos of Christian education.
- Appropriate qualifications and experience with a commitment to high standards of support.
- An innovative person, keen to see children develop their individual potential and support them in their learning journey.
- A life that is consistent with the beliefs and values of a committed Christian and honours Jesus Christ as Lord.
- Ability to work effectively in a team environment.

4. KEY DUTIES AND RESPONSIBILITIES

- Deliver high quality support to students with special needs and neurodiversity in both Primary and Secondary School.
- Assist the teacher in the implementation and delivery of Documented Plans.
- Provide administrative support, e.g. photocopying, collating and distribution of lesson materials.
- Assist students to be best prepared for learning and provide a high level of pastoral care.
- Assist teachers support students in the classroom setting.
- Assist the teacher in the in the implementation and delivery of ICT.
- Assist the Head of Learning Enrichment with supervision of students in out of class activities and on school excursions.

- Participate in playground supervision, sports duties and extra-curricular activities as required.
- Participate in the school's program of spiritual and pastoral care.
- Maintain confidentiality.
- Demonstrate a professional attitude to work, including being punctual, dressing according to the school's dress code and being faithful in allocated duties.
- Cheerfully accept the authority of the School Board as delegated to the Principal.
- Adherence to the Staff Code of Conduct and Staff Expectations.
- Participate in the development of the school as a part of the ministry of Dreambuilders Church.
- Refrain from non-school activities, including paid employment, which may detract from the ability to fulfil school responsibilities.

5. ORGANISATIONAL RELATIONSHIPS

Responsible to:

- The Head of Learning Enrichment

Key Internal Relationships:

- The Principal
- Deputy Principal (Primary)
- Teaching and Support Staff

6. SELECTION CRITERIA (please address the following in your application)

a) Spiritual Qualifications

- A committed Christian living out their faith and actively involved in a local church community.

b) Professional Qualifications

- Cert IV Education Assistant (Special Needs) or higher.
- Holder of a Working with Children card

c) Biblical Maturity

- Actively participating in Bible study
- The ability to apply sound biblical knowledge to your life and role within the school.

d) Teaching Assistance

- Communication that is age appropriate, clear and precise
- Punctuality and effective time management
- Relational capability
- Capable of handling conflicts wisely with a heart for restitution
- A team contributor

e) References

- 1 Pastoral reference
- 1 Professional reference
- 1 Personal reference