



POSITION DESCRIPTION: Junior Primary | Education Assistant

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 all 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 OBJECTIVES

To assist teaching staff as directed by the Deputy Principal and the Principal, ensuring that students receive high quality academic and pastoral care consistent with the ethos aims and objectives of the school which are based on:

- Acceptance of the Lordship of Christ.
- Acceptance of the Bible as the revealed word of God.

3. REQUIREMENTS FOR THE POSITION

- A committed Christian in regular fellowship at a local church with a lifestyle that is consistent with the beliefs and values of a committed Christian and honours Jesus Christ as Lord.
- Empathy with the ethos of Christian education.
- Appropriate qualifications and experience with a commitment to high standards of education.
- Ability to work effectively in a team environment.

4. KEY DUTIES AND RESPONSIBILITIES

- Assist the teacher in the implementation and delivery of the planned education program.
- Assist with the preparation and maintenance of the learning environment by:
 - maintaining equipment, materials and resources for their students.
 - assisting the teacher with cleaning and safe storage of items.
 - providing administrative support
- Assist the teacher with supervision of their student in out-of-class activities and on school excursions.
- Assist the student with general care including minor first aid.
- Assist teachers teach classes, immersed in and driven by a Christian world view as directed.

- Participate in the development of the school as a part of the ministry of Dreambuilders Church.
- Participate in playground supervision, sports duties and extra curriculum activities when required.
- Participate in the school's program of spiritual and pastoral care.
- Maintain confidentiality about student information.
- Demonstrate a professional attitude to work, including being punctual, dressing according to the staff dress code and being faithful in allocated duties.
- Exercise a pastoral duty of care to students and seek to influence students by word and example to live as faithful disciples of Jesus Christ.

5. ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Deputy Principal (Primary)

Key Internal Relationships:

- Principal
- Classroom Teacher
- Teaching and Non-Teaching Staff
- Parents and Students

6. SELECTION CRITERIA *(Please address in your application)*

6.1 Spiritual Qualifications

- A committed Christian who is actively involved in a local church.

6.2 Professional qualifications

- Certificate III or Certificate IV – Education Assistant.
- Professional development demonstrating a commitment to learning.
- Holder of a current "Working with Children" card.

6.3 Biblical maturity

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

6.4 Teaching and Learning

- Communication that is age appropriate, clear and precise.
- Punctuality and effective time management.
- Relational capability.
- Conflict handling.
- A team contributor.

6.5 References

- 1 x Pastor
- 1 x Professional
- 1 x Personal