



EDUCATION ASSISTANT

POSITION DESCRIPTION

SECTION 1: School Identification

College Name

Regent College Inc.

Location

22 Colombo Street, Victoria Park, Western Australia, 6100

SECTION 2: Mission, Vision and Values

Regent College is a co-educational primary school focused on providing a Christian milieu for learning. It caters for students from Kindergarten to Year 6. Established in 1982, Regent College was associated with the then Rhema Family Church, now known as Riverview Church. Currently, Regent College operates as a separate entity; however, continues to have informal links with Riverview Church and the wider Christian community in Perth.

Our Mission:

To provide a Christ centered, inquiry focused learning environment, in which childhood is to be enjoyed and celebrated and where students develop a lifelong love of learning.

Our Vision:

To have a reputation in the community as a school known for its academic excellence and use of innovative teaching practices, where belonging, wellbeing and growth prepare students for their ongoing educational and faith journey.

Our Values:

Honesty | Respect | Compassion | Responsibility | Courage

Regent College aims to provide an excellent education within a caring Christian environment that will equip each child for today, and a successful future. At Regent, we believe that a child's character, talents and skills are all enhanced, not just by attending school, but by being part of a caring community. It is the role of the Regent College community, to equip children with a wide range of skills, self-belief and values that will give them a solid foundation for their lives.

SECTION 3: The Position

Title

Education Assistant (0.8 FTE)

Department/Learning Area

Early Childhood

Tenure

Fixed-term contract commencing **Term 2, 2025 (28 April 2025) or as soon as possible** and finishing at end of December 2025. It is a fixed-term position with the likelihood of becoming an ongoing position subject to satisfactory completion of 6-month probationary period.

SECTION 4: Remuneration Terms and Conditions

Conditions and salary are governed by the Regent College Inc Enterprise Bargaining Agreement 2016-2019.

SECTION 5: Reporting Relationships

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising of the Deputy Principal and Business Manager.

Education assistants report to the Deputy Principal for the performance of all aspects of the duties and responsibilities and the day to day operation requirements within the context of this Position Description.

SECTION 6: Responsibilities and Duties

Overview

You are employed as an Education Assistant for Regent College and are required to work under the direction of the Deputy Principal.

Christian Values

The position requires you to be committed to the Christian Vision of the College.

Commitment to Child Safety

All children and young people who come to Regent College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

All Staff, including full-time, part-time, casual, relief, teaching and non-teaching Staff are required, as a condition of their employment at the College, to comply with our Child Safety Program, including our Child Safe Policy, the Child Safety Codes of Conduct, and their legal obligations with respect to the reporting of child safety incidents or concerns and regarding Working with Children Checks.

It is each individual's responsibility to be aware of key indicators of child abuse, grooming and other harm, to be observant, and to raise any and all child safety incidents or concerns with one of the College Principal and with external agencies where required.

About the Role

The role of Education Assistant at Regent College is to provide support to the classroom teacher in the delivery of education programs to students in a supportive learning environment. Inherent in the position is the ability to do bending and heavy lifting and cleaning of equipment. These are regular routine tasks essential to the efficient and effective running of the classroom.

Specific Duties

Under the day to day supervision and direction of the Deputy Principal or delegate, you will support the classroom teacher in the following and other duties as required:

Education Assistant

- ✓ Assists the teacher with student/classroom support
- ✓ Assists the teacher to implement specialised education programs including occupational and speech therapy and physiotherapy programs
- ✓ Supports the teacher in delivering programs through the use of computers and digital technologies
- ✓ Assists with individual students and small group programs or demonstrations
- ✓ Supports any decisions made by the teacher, administration staff or Board
- ✓ Treats each child fairly and is committed to Child Safety and wellbeing
- ✓ Provides feedback on education programs and participates in the evaluation of these programs regarding the achievement of goals in special education
- ✓ Refers information received from a parent concerning a child to the teacher or relevant person as soon as possible
- ✓ Allows the teacher to be the initial contact between a parent or child on arriving at school, unless the teacher is conducting a group lesson or talking to an individual
- ✓ Assists the teacher to identify any communication difficulties with the student
- ✓ Attend College meetings as required

Preparation

The Education Assistant shall:

- ✓ Set up equipment as required
- ✓ Prepare material for the daily activities
- ✓ Set out any specialized outdoor Physical Education equipment
- ✓ Enable the child with special needs to develop as much independence as possible
- ✓ Accommodate students considered at-risk utilising Documented Plans under teacher direction
- ✓ Remove obstacles that may cause harm to the child in their care
- ✓ Perform any other duties as requested by the classroom teacher

Duties

- ✓ Run activities with a group of students
- ✓ Provide one on one small group and whole class support
- ✓ Support students with specific learning accommodations
- ✓ Assist in supervising outdoor play
- ✓ General cleaning and tidying of the classroom and wash areas and individual activity clean up
- ✓ Assist with morning recess, lunch and toileting if required

Weekly Duties

- ✓ Assist with the preparation of weekly activities
- ✓ Assist students with organization of in-class tasks and weekly homework
- ✓ Display students work in the classroom under the direction of the teacher

Term Duties

- ✓ Assist with cleaning of materials, resources and equipment and sorting and organisation of resource areas
- ✓ Clean desk tops and chairs
- ✓ Attend meetings with parents and teacher to discuss child's progress, if required

Workplace Health and Safety

- ✓ Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College WHS policies and procedures

Other Duties

- ✓ Using technology to prepare effective learning activities and aids as required
- ✓ Apply First Aid to students, as required

SECTION 7: Selection Criteria

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of the Christian faith
2. Be supportive of the aims, principles at Regent College
3. To hold as a minimum, an Australian Certificate III Education Support qualification from a recognised education institution or working towards a qualification
4. To demonstrate a commitment to personal growth, education and welfare of students
5. To have knowledge, skills and ability to work as a responsible Education Assistant in a Primary School environment in assisting and supporting the classroom teacher with preparation and delivery of specialised educational programs
6. To work as part of a team; demonstrate ability to act with initiative within guidelines; be flexible and adaptable; and have ability to accept direction and supervision
7. To display sound verbal and written communication skills, and ability to relate to students, parents and peers
8. To have sound computer literacy skills
9. To have knowledge and ability to apply workplace health and safety principles in the workplace
10. To hold a valid Working with Children Check or the ability to obtain one prior to commencement at the College
11. To share Regent College's commitment to the safety and wellbeing of all children and young people and to apply the National Principles for Child Safety in the workplace

Desirable

1. Senior First Aid Qualification

SECTION 8: Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College.

For an application form please visit our College website: <https://www.regentcollege.wa.edu.au/careers/> and go to the relevant job under "Current Vacancies". Please return along with a Cover Letter, responses to the Selection Criteria outlined in Section 7 above and a detailed Curriculum Vitae.

All applications should be submitted electronically to: humanresources@regentcollege.wa.edu.au

Closing date: Tuesday, 22nd April 2025, 4:00pm

Should you have any queries, please contact the College on 9470 4569 or email humanresources@regentcollege.wa.edu.au