

## Selection Criteria and Job Description Alta-1 College-Education Assistant

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### **SELECTION CRITERIA**

Please ensure you address the below selection criteria in no more than 4 pages and submit along with a cover letter, your resume and pastor's reference.

#### **Section 1 – Essential**

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working with Children Check and a Nationally Coordinated Criminal History Check.
4. Demonstrated passion for and commitment to working with at-risk adolescent students.
5. Minimum Certificate III in Education Support, Education Assistant, or equivalent.
6. Ability to determine and scaffold/ accommodate and /or modify set tasks to tailor according to the individual needs of the student.
7. Previous experience working with students with diverse needs and/or specific learning difficulties.
8. Demonstrate a high level of professionalism, confidentiality, interpersonal and organisational skills.
9. Demonstrated ability to work with and learn a variety of computer programs. (Preferably Mac, Microsoft Package and knowledge of SEQTA/or equivalent)
10. Demonstrated capacity to work autonomously and as part of a team.
11. Hold a valid driver's licence.

#### **Section 2 – Desirable**

1. Cert IV or Diploma in Children's Services (or equivalent)
2. Previous experience in a CaRE school environment
3. Training and experience working with young people with mental health and/or knowledge of the relevance of Trauma on education and learning
4. Knowledge of the guidelines for disability adjustments in accordance with SCSA determinants for special provisions.
5. Knowledge of the determining factors for state and federal funding

## **Job Description Alta-1 Education Assistant**

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### **Primary Role**

The primary role of an Education Assistant at Alta-1 College is to assist the teacher in the delivery of the best possible education and duty of care for each student in the light of the values and objectives of Alta-1 College.

### **Nature of Role**

The role of an Alta-1 Education Assistant is built around the following domains:

- Assisting the Campus Teacher and the Learning Support Teacher.
- Working with individuals and small groups of students to implement the tailored strategies under the guidance of the Learning Support Teacher and Campus Teacher.
- Extra curricula involvement

### **Personal Requirements for the Role**

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The Alta-1 programme requires an Education Assistant to be:

- A Christian committed to demonstrating that their beliefs and values are real and impact their daily life.
- Professional in all aspects of work including punctuality, preparation and support of each team member.
- Supportive of the Learning Support Teacher in administrative tasks.
- Respectful and active listeners in relation to the students.
- Dedicated to the success of the programme.
- Dedicated to resolving issues in a positive, constructive and open-minded way, including but not limited to inter-student issues, staffing and professional issues.
- Steadfast in their decision to make the programme a success for all the students and staff who are involved.

#### **Assisting the Learning Support Teacher and Campus teachers**

▪ Contributes to writing and assists in implementing Documented Plans as directed by the Campus and Learning Support Teachers.
▪ Assists in the writing of funding applications under the direction of Learning Support Teacher
▪ Develops familiarity with learning support teaching materials.
▪ Enters pastoral care notes into school records (SEQTA) as appropriate.
▪ Follows up documentation relating to student diagnoses.
▪ Conducting literacy and numeracy testing for new students
▪ Modifies and scaffolds tasks to assist students with specific educational needs.
▪ General administration as required.

#### **Working with groups and individual students**

▪ Develops positive and meaningful relationships with students individually.
▪ Tutors students individually and in groups under the direction of the Learning Support Teacher.
▪ Implements students' Documented Plans and helps them work towards achieving their goals.

#### **Extra Curricula Involvement**

▪ Participates in professional development activities organised by the school.
▪ Participates in professional development activities arranged by self, according to interest and professional improvement, as negotiated with Principal.
▪ Participates in whole school camps as directed by the Regional Principal.
▪ Participates fully in annual staff retreat.
▪ Participates in awards nights.

#### **Acting Professionally**

▪ Maintains punctuality.
▪ Behaves as a positive role model to students.
▪ Ensures that personal business is not attended to during supervision times.
▪ Exhibits a vibrant, engaging, teachable, patient and honest disposition.
▪ Maintains professional boundaries with students

#### **Reporting Relationship**

Education Assistant is responsible for the discharge of their educational duties to the Regional Principal through the Campus Teacher.

#### **External Relations**

Public relations (eg. Contact with the media, police) and contact with general external agencies is the responsibility of the EO or delegate.