

Learning Support Education Assistant
East Metro
Full Time
Commences: Monday 8th August

About Alta-1 College

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across the state. The College was started in Western Australia in 2004 and has since expanded to Queensland in 2015. We function as a multi-campus school, with nearly all Alta-1 Campuses deliberately utilising the premises of an existing church community. As a College, we intentionally work with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk. The students we see are between 12 and 18 years of age and are provided a pathway to complete their secondary education.

Recognising that young people learn best when they feel connected and safe, Alta-1 delivers education in a small school environment while also delivering a well-developed therapeutic recovery model. This unique model provides an environment of belonging for the students encouraging them to acknowledge, confront and resolve negativity while engaging in a journey of healing, restoration, identity formation and purpose finding.

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

The opportunity

Do you have a heart for young people? Would you like the opportunity to help improve the lives of disadvantaged and disengaged teenagers?

We are looking for a passionate Education Assistant with relevant experience to join a large, dynamic team of educators and support staff. The successful applicant will be responsible for assisting the Learning Support 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, as well as assisting in administrative duties.

Key responsibilities

- Assisting the Campus Teacher and Learning Support Teacher
- Working with individuals and small groups of students to implement tailored strategies under the guidance of the Learning Support teacher and Campus Teacher.
- Administrative support under the supervision of the Learning Support Teacher.
- Extra-Curricular Involvement.

About you

Essential requirements to be considered for the role

- A practicing Christian with regular church attendance who is enthusiastic and passionate about helping young people.
- Meet the requirements of a Working With Children Check and Nationally Coordinated Criminal History Check.
- Hold a minimum of Certificate III in Education Support, Education Assistant, or equivalent.
- Ability to determine and scaffold/accommodate and/or modify set tasks to tailor according to individual student needs.
- Demonstrate a high level of professionalism, confidentiality, interpersonal and organisational skills.

For more information regarding the function and requirements of this role, please refer to the job description below.

Benefits of working for Alta-1 College

- Attractive Salary Packaging options available.
- Opportunities for career progression.
- Professional development.
- A fun and friendly Christian working environment.

How to apply

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply.

To be considered, all applications must include:

- **cover letter**
- **separate document addressing the selection criteria**
- **current resume**
- **statement of faith or a written reference from your pastor**

You can locate the selection criteria in the job description below.

Please submit applications and queries regarding this role via email to recruitment@alta-1.wa.edu.au addressed to the Regional Principal East Metro, Darryl Baker.

Application closing date is Sunday 7th August.

Alta-1 encourages you to apply for this position as soon as possible and reserves the right to close this vacancy without notice.

CHANGING LIVES ONE AT A TIME

www.alta-1.com.au

Selection criteria and job description

Alta-1 College

Learning Support Education Assistant

Selection criteria

Please ensure you address the below selection criteria in no more than four pages and submit, along with a cover letter, your resume and written pastoral reference.

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. Under the supervision of the Learning Support Teacher, scaffold/accommodate and/or modify set tasks according to the individual needs of the student.
6. Previous experience working with students with diverse needs and/or specific learning difficulties.
7. Demonstrate a high level of professionalism, confidentiality, interpersonal and organisational skills.
8. Demonstrated ability to work with and learn a variety of computer programs (preferable Mac, Microsoft Package and knowledge of SEQTA and/or equivalent).
9. Experience in administrative support.
10. Demonstrated capacity to work autonomously and as part of a team.
11. Hold a valid driver's license.
12. Proof of being fully vaccinated (Covid 19), as per government mandate for education workers

Desirable

1. A relevant qualification in Education Support, Education Assistant 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 Trauma Informed practice.
4. Knowledge of state and federal funding process for students with disability.

Job description

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

Primary role

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

Nature of role

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

- Assist 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 Classroom Teacher.
- Extra Curricular involvement
- Administrative support under the supervision of the Learning Support Teacher

Personal Requirements for the Role

The Alta-1 programme requires a Learning Support 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.

Key responsibilities

Assisting the Learning Support Teacher and Classroom Teachers

- Assist with the writing and implementation of Documented Plans as directed by the Learning Support Teachers.
- Assists in the funding application process under the direction of the Learning Support Teacher.
- Develops familiarity with learning support teaching materials.
- Enters notes into SEQTA in accordance with the Alta-1 process.
- Follows up documentation relating to student diagnoses.
- 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.
- Assists with the implementation of students' Documented Plans and helps them work towards achieving their goals.

Extra Curricular 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 the Regional 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

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

External relations

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

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