



**JOHN XXIII  
COLLEGE**  
SEEK JUSTICE

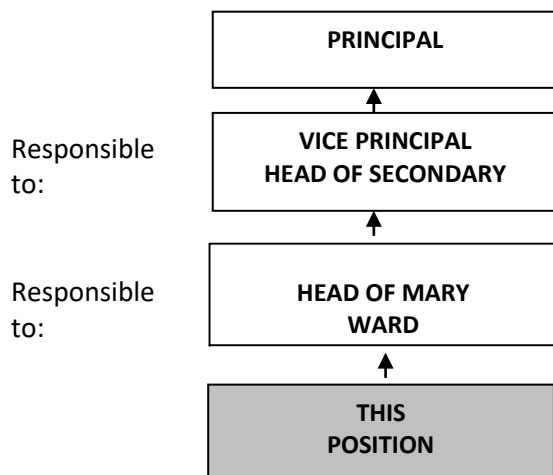
Inspired by the Gospels, and in the spirit of John XXIII, Mary Ward and Ignatius Loyola we seek to be people of competence, conscience and compassion who are committed to God and the service of others.

**ROLE DESCRIPTION**

**1. POSITION IDENTIFICATION**

SECTION :	Secondary
POSITION :	Education Assistant
AWARD :	John XXIII College Inc Non-Teaching Staff Enterprise Bargaining Agreement 2014

**2. POSITION RELATIONSHIPS**



**3. POSITION OBJECTIVES**

The College recognises the uniqueness and innate dignity of each individual and accepts a duty to promote and provide an appropriate education for all students.

The College as a caring and supportive community committed to the education of students with diverse needs.

#### **4. PRINCIPAL RESPONSIBILITIES**

This position includes the following responsibilities:

- Implement College Policies and Procedures
- Assist in the delivery of teaching and learning programs
- Support the delivery and implementation of individual student plans
- Actively support the Social/Emotional/Behavioural programs
- Assist in the care, monitoring, and supervision of activities, which may include before school, recess and lunch time periods, sport, excursions and camps
- Maintain records of student participation and learning
- Assist with the general care and wellbeing of students
- Assist students with hygiene and self-care programs including feeding, dressing, bathing, toileting and where necessary, cleaning soiled clothing and areas
- Assist with the preparation and maintenance of the learning environment
- Support the maintenance and use of specialised equipment
- Engage in professional development as required
- Obtain Accreditation to Work in a Catholic School
- Other duties as directed by the Principal or delegate.

#### **5. SELECTION CRITERIA**

- Certificate IV in Education Support is desirable
- The willingness to support and maintain the Catholic and Ignatian ethos of the College
- Effective interpersonal skills
- The ability to work in a team and contribute to a dynamic team environment
- Capacity to interact positively with students with diverse needs
- Effective written and oral communication skills
- Competence in the use of information communication technology
- Ability to work independently and show initiative
- Willingness to follow instruction

#### **6. MANDATED REQUIREMENTS**

- Current Police Clearance
- Working with Children Card
- Mandatory Reporting training completed upon commencement