



POSITION DESCRIPTION

Role	Education Assistant – Senior School
Team	Academic Growth
Reports to	Head of Academic Growth
Key Relationships	Heads of Department, Teachers and Students

The Role

Education Assistants play a vital and dynamic role in the Senior School. They bring specialised skills to support students with diverse needs across Years 7 – 12, helping them thrive academically and socially while being fully included in the life of St Hilda's.

Qualification

- Certificate III or IV in Education Support
- Prior experience of working with literacy intervention programs including MultiLit, MacqLit, Spelling Mastery
- Current Working with Children Check
- Current National Police Clearance

Experience & Skills

- Strong verbal communication skills
- Ability to build positive relationships with students and staff
- Excellent organisational skills
- The ability to problem solve and show initiative when working on own
- Confidence in using technology and digital tools eg. OneNote, Teams, Microsoft Suite
- Patience and empathy when supporting students

Key Responsibilities

- Provide in class support for students with learning needs
- Work 1:1 and in small groups to deliver small group intervention
- Assist with preparation of learning materials

Key Duties

Assisting teaching staff and providing support for students

- Support teaching staff by providing tailored assistance for students as needed
- Implementing individual and small group programs under Head of Academic Growth direction
- Participate in all activities within the class setting to support diverse learners
- Communicating and liaising with academic staff as necessary to support students on plans
- Monitoring and recording student progress, both formally and informally
- Maintaining confidentiality at all times
- Developing and amending teaching resources under the direction of teachers
- Provide administrative assistances where necessary

Supporting students with identified learning disorders

- Supporting students to implement strategies in class from their LAP
- Working closely with students to manage learning challenges and build confidence
- Monitoring students that have been identified by Academic Growth staff and offering support when necessary

Supervising students (under direction of Academic Staff)

- Implementing individual or small group programs with students, under the direction of Academic Growth staff
- Supervising small group instruction under the direction of Academic Staff
- Communicate and liaise with Academic staff as needed to support students progress

The Principal reserves the right to vary your duties at any time. Such variation of your duties does not constitute a breach of contract nor termination of your employment. As part of the School's recruitment process, the School will contact your referees and/or your previous and current employers to ask specific questions regarding Child Safety. We also reserve the right to conduct social media checks as part of this process.