



POSITION DESCRIPTION

Role	Education Assistant
Team	Junior School
Reports to	Director of Junior School

The Role

The Education Assistant plays a vital role in supporting the developmental, educational, social, and emotional needs of students through targeted one-on-one and small group instruction. This position requires a strong foundation in literacy and numeracy, the ability to implement individualised learning and behaviour plans and a collaborative approach to working within a team.

Qualifications

- Relevant Education Assistant qualifications and certifications
- Up-to-date certification in First Aid to ensure the health and safety of students.

Experience

- Understanding of Developmental Needs: Knowledge of developmental, educational, social, and emotional needs of young children.
- Strong Literacy and Numeracy Skills: Proficiency in reading, writing, and arithmetic to effectively support educational activities and instruction.
- Learning and Behaviour Plans Implementation: Ability to understand and implement Individualised Education Plans (IEPs), Learning Adjustment Plans (LAPs), and Behaviour Management Plans (BMPs) to meet the unique needs of each student.
- One-on-One and Small Group Experience: Experience working directly with children either individually or in small groups, adapting approaches to suit varied learning styles and needs.
- Team Collaboration: Strong capacity to work cooperatively within a team environment, contributing to collective goals and supporting colleagues.
- Effective Communication: Proficient in communicating clearly and appropriately with students, staff, and families, maintaining professionalism in all interactions.
- Initiative and Creativity: Demonstrates ability to use initiative and creative thinking to solve problems and adapt strategies to enhance student learning and engagement.

Desired Skills, Attributes and Qualifications

- Computing and Technology Skills: Proficiency in using educational technology and software to support and enhance student learning, as well as for professional administrative tasks.

Key Responsibilities

- **Team Collaboration:** Work effectively as part of the Junior School team, sharing information and collaborating with colleagues to support student learning and development.
- **Planning and Feedback:** Engage with relevant staff to contribute to the planning process and provide feedback on student progress, classroom environment, and educational materials.
- **Documentation:** Provide ongoing feedback and maintain accurate documentation about student progress and needs, as required by the Head of Academic Growth.
- **When applicable; Deliver Evidence-Based Intervention.** (Heggerty, MiniLit, MacqLit, Sounds~Write, Bond Blocks, and Direct Instruction) programs to individual students and small groups, adapting methods as needed to support each student's learning.
- **Monitoring/Reporting:** Monitor and report any academic, social, emotional, or behavioural concerns to the appropriate staff members.
- **Resource Preparation:** Prepare and organise educational resources to support the effective delivery of individualised plans.
- **Data Collection:** Assist in collecting and organising data for reporting purposes, contributing to the evaluation of student progress and program effectiveness.
- **Professional Development:** Attend professional learning (PL) sessions as required to stay updated with best practices and enhance skills.
- **Student Welfare:** Ensure that students are in a safe, secure, healthy, and happy learning environment, addressing any concerns promptly.
- **Colleague Support:** Maintain a professional demeanour and support colleagues, contributing positively to the team dynamic.
- **School Philosophy:** Support and embody the philosophy and teaching-learning approach of the school, aligning personal practices with institutional goals.