

## Position description

Position:	<b>Educational Assistant</b>
Work area:	<b>Teaching</b>
Classification:	<b>School Assistant</b>
Employment type:	<b>Part time (6 days per fortnight)</b>
Commencement date:	<b>Term 4, 2022</b>
Applications Close:	<b>28 September 2022</b>

### OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into two sub schools: Primary (K-6) and Secondary (7-12) with a current enrolment of 660 students.

Moama is a twin town with Echuca, situated on the Murray River North East of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that provides students with the skills and confidence to help create their future

Our values are Compassion, Respect and Integrity.

### REPORTS TO:

The Head of Student Diversity

### HOURS OF WORK:

Days of work to be negotiated based on the needs of students. Monday – Friday 9:00am – 3:15pm.

### NATURE OF POSITION

The successful applicant for this position will be employed within term time to work with individuals and small groups of students who need assistance in literacy and numeracy. Time release will be given to allow the Educational Assistant to complete teaching practicum obligations if they are currently studying.

### KEY AREAS OF RESPONSIBILITY

The following Position Description is not intended to be an exhaustive summary of tasks and duties.

Educational Assistants at Moama Anglican Grammar are required to:

- Work under the direction of the Head of Student Diversity and such other senior staff who are given responsibility for the operation of the School or part thereof

- Work with individuals and small groups of students who have been identified by their teacher(s) as being in need of support
- Work under the guidance of classroom teachers to implement appropriate strategies for assisting students
- Report to teachers and the Head of Student Diversity regarding the progress of students
- Support the pastoral care of students on a day-to-day basis, including their spiritual, cultural, academic and social development
- Provide feedback to the classroom teacher regarding student work and progress and record periods of support via school systems
- Attend and participate in staff meetings
- Participate in professional development activities both in and out of School hours
- Be supportive of the School's values and Christian ethos

### **KEY SELECTION CRITERIA**

- Demonstrated skills in working with children or adults in the areas of literacy and/or numeracy
- Training or current studies at a tertiary level in English, Literacy and/or Mathematics
- Training or current studies in education would be an advantage
- Well developed computer skills
- Ability to work well with students and colleagues
- Applicants must support the School values and Christian ethos

### **CHILD PROTECTION ISSUES**

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

**Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child Protection legislation.**

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian.

### **OCCUPATIONAL HEALTH AND SAFETY**

- Follow the Moama Anglican Grammar occupational health and safety policies, procedures and workplace instructions
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Notify your Manager or the Business Manager as soon as possible of any injury after it has happened

### **PAY AND CONDITIONS**

Pay and conditions are in accordance with a School Assistant under the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021. This position will be remunerated at a level depending on training and experience.

### **Application details**

Your written application **must include**: a covering letter, details of current and previous experience, a section specifically addressing the Key Selection Criteria, a copy of your academic transcript (if applicable) and the names of three professional referees.

*It would be helpful if applicants made reference to where they saw this position advertised.*

By mail (or hand delivered):

Confidential  
To the Principal  
Mrs Carmel Spry  
Moama Anglican Grammar  
PO Box 786  
MOAMA NSW 2731

Or by email to:

[recruitment@moamagrammar.nsw.edu.au](mailto:recruitment@moamagrammar.nsw.edu.au)

With the heading: ***Confidential to the Principal***

Applications close at 5:00pm on Wednesday 28 September, 2022. Interviews are tentatively planned for Monday 3<sup>rd</sup> October 2022.

Carmel Spry  
**Principal**

September 2022