

Position description

Position:	Educational Assistant
Work area:	Secondary Teaching
Classification:	School Assistant
Employment type:	Ongoing Part-time Position over 5 days per week

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 Primary (K-6) and Secondary (7-12) with an expected enrolment of approximately 680 students for 2024.

Moama is a twin town with Echuca, situated on the Murray River north 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 equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

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.

REPORTS TO

The Principal through the Head of Student Diversity.

SALARY AND CONDITIONS

Salary and conditions are determined by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 and will be commensurate with expectations of the position and the qualifications and experience of the successful applicant.

HOURS OF WORK

5.75 hours per day, 5 days per week. The work day is 9:00am to 3:15pm with a half hour lunch break each day.

Hours may be re-negotiated (with 7 days notice) based on the needs of the School and relevant students.

KEY AREAS OF RESPONSIBILITY

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 in education desired, with tertiary level study in English, Literacy and/or Mathematics an advantage
- Ability to work well with students and colleagues
- Applicants must support the School values and Christian ethos

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

CHILD SAFE

The School recognises its legal and moral obligations with respect to the protection of children. The following procedures are in place for all staff.

- Applicants are advised that before completing an application it is essential that they have read carefully the child safety policies and procedures on the School's website.
- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the NSW Office of the Children's Guardian.
- Before an applicant is offered a position the interviewer contacts the applicant's referees
- Following a satisfactory referee check the applicant is offered the position subject to:
 - a. Completing and returning the working with children checks
 - b. A satisfactory outcome being obtained by the School

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.

APPLICATION DETAILS

Your written application **must include**: a covering letter, details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

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

If selected for an interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By mail (or hand delivered):

Confidential
To the Principal
Mr Scott Downward
Moama Anglican Grammar
PO Box 786
MOAMA NSW 2731

Or by email to:

recruitment@moamagrammar.nsw.edu.au
With the heading **Confidential to the Principal**

Scott Downward
Principal

March 2024

This Position Description is a guide only and is not intended to be an exhaustive list of duties.