



Christ Church Grammar School

DUTY STATEMENT

Education Assistant Learning Development Centre (LDC) Senior School

DATE: March 2024

TIME: 0.94 FTE

STATUS: Part-time (4.5 days per week), ongoing

FACULTY: Learning Development

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1700 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

The successful applicant will join the Learning Development Centre in the Senior School. The basis of this program is to offer support to staff and assist students with specific learning disorders.

LINE MANAGEMENT:

Reporting directly to the Co-ordinator of the Learning Development Centre (Senior School).

WORKING RELATIONSHIPS:

The Learning Development Centre has approximately 7 teaching and support staff members.

PRIMARY OBJECTIVE:

To provide care, support and supervision of students and perform duties to assist the teaching staff.

DUTIES AND RESPONSIBILITIES:

- Lead as required, assist and participate in lessons and activities that support individuals and groups of boys' learning.
- Assist in maintaining learning environments including organising displays, preparing and dismantling teaching aids, photocopying, collating written or printed material and making charts, games and aids as necessary.
- Assist with organising and participate as required in co-curricular activities, excursions, camps and sports.
- Maintain brief daily records of student performance and behaviour. Communicate specific issues related to students directly to the Co-ordinator of the LDC.
- Supervise students in the absence of teacher in small groups and/or one on one as required.
- Assist in creating teaching resources and course material.
- Observe, record and implement strategies to assist in managing student behaviour. Report issues or concerns to appropriate staff member/s.
- Other duties may be assigned.

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with accuracy and professional competency, within prescribed deadlines and foster a cooperative work environment.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Liaise with teaching staff
- Report to and follow direction from LDC Co-ordinator.
- Undertake other duties as directed.

Team Participation:

- Work collaboratively and cooperatively with all staff members.
- Contribute positively and constructively with the School community.
- Ensure performance is consistent with the ethos, aims and objectives of the School.

Client Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the Christ Church community together with those in the wider community.
- Identify and meet internal and external client needs and ensure that agreed client expectations such as timely and accurate responses are met.
- Deliver exceptional client experiences.

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Relevant qualifications directly related to the duties and responsibilities specified.
- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Good level of computing skills (for example, Word, Excel, OneNote, Outlook)
- Ability to provide administration support including filing, photocopying and creation of educational resources.
- Strong interpersonal skills and a demonstrated ability to successfully interact with a range of people.
- Demonstrated high level of organisational ability and initiative including experience in work planning and prioritising to meet deadlines.
- Highly developed communication skills, both verbal and written.
- Ability to maintain confidentiality about all matters at all times.
- Demonstrated commitment to contributing to a positive team environment.
- Ability to work effectively in a busy environment, including flexibility and adaptability.
- Demonstrate a supportive and calm disposition

The person must:

- Have exceptional interpersonal skills and be able to relate to students from a range of different backgrounds and abilities.
- Be willing to participate in professional development.
- Be an independent worker with superior organisational skills.
- Set goals and prioritise work and the capacity to manage multiple, simultaneous tasks.
- Collaborate with others in a positive and effective manner.
- Manage time and meet deadlines in an effective manner.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.

- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- Maintain a valid Working with Children Check.
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022.
- Employment is during term time and will be required to commence work one week prior to the commencement of boys' in Term 1 and on the professional development days at the start of each term. Your final day for the year will be commensurate with academic staff, generally being the Thursday following the boys finishing.
- Opportunity to further your career through PD and study considered.
- Salary will be negotiated according to qualifications and years of experience.