



# Christ Church Grammar School

## DUTY STATEMENT

### Education Assistant Learning Development Centre (LDC) Preparatory School

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**DATE:** March 2024

**TIME:** 0.8 FTE

**STATUS:** Part-time (4 days per week), ongoing

**FACULTY:** Preparatory School

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#### **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).

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#### **LINE MANAGEMENT:**

Reporting directly to the Co-ordinator of Learning Development Centre and the Head of the Preparatory School.

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#### **WORKING RELATIONSHIPS:**

The Preparatory School has approximately 72 teaching and support staff members.

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#### **KEY DUTIES AND RESPONSIBILITIES:**

- Lead, assist and participate in lessons and activities that support boys' learning.
- Deliver sequenced lessons from evidence-based intervention programs to individual and small groups of students.
- Assist with general administration including student progress reports and record keeping and filing.
- Assist in maintaining learning environments and resources including organising displays, preparing and dismantling of teaching aids, photocopying, collating written or printed material and making charts, games and aids, as necessary.
- Assist with organising and participate in co-curricular activities, outside excursions, and sports.
- Supervise children in the absence of a teacher.
- Other duties may be assigned.

#### Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgment and solve problems within the scope of the position.
- Undertake tasks with accuracy and professional competency, within prescribed deadlines and foster a co-operative work environment.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

#### Team Participation:

- Consult regularly with the Learning Development Centre Co-ordinator and class teacher to create targeted intervention programs.
- Work closely and co-operatively 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.

#### Other 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.

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### **EXPERIENCE AND QUALIFICATIONS**

#### This position requires:

- Relevant tertiary qualifications and experience related to the duties and responsibilities specified.
- All applicants must have a National Police Certificate and have completed a Working with Children Check.

#### The person must have:

- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- 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.

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### **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
- Function 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 and Teaching Registration
- 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:
  - regular performance management procedures and professional learning linked, where appropriate, to the Professional Standards for Teachers in Western Australia
  - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures at least biennially
  - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies

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### **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.