



Christ Church Grammar School

DUTY STATEMENT

Education Assistant - Peter Moyes Centre (Special Needs)

DATE: 2025

TIME: 1.0 FTE

STATUS: Full-time, Fixed term for 2026

FACULTY: Preparatory School

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 1750 students including boarders.

LINE MANAGEMENT:

Reporting directly to the Co-ordinator of Peter Moyes Centre and the Head of the Preparatory School.

WORKING RELATIONSHIPS:

The Preparatory School has approximately 72 teaching and support staff members including the Peter Moyes Centre that has approximately 20 teaching and support staff members.

KEY DUTIES AND RESPONSIBILITIES:

- Lead, assist and participate in lessons and activities that support boys' learning.
- Assist in maintaining effective learning environments.
- Supervise children in the absence of Teacher.
- Undertake playground duty.
- Assist with organising and participating in co-curricular activities, outside excursions, sports and school camps.
- Source appropriate resources, IT software and hardware, to increase accessibility for students with disabilities.
- Use initiative and ensure preparation for activities and lessons before beginning tasks.
- Be punctual and dependable to meet the needs and requirements of the PMC.
- Provide verbal and written feedback on student achievement and behaviour to relevant staff using appropriate forms of communication.
- Respond appropriately to students' varied learning needs.
- Assist boys with toileting, where necessary.
- Perform other duties as directed.

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgment and solve problems within the scope of the position.
- Complete tasks accurately and with professional competency, within prescribed deadlines, fostering a co-operative work environment.
- Maintain confidentiality at all times.
- Maintain punctuality and reliability in all responsibilities.

- Adhere safe work practices.
- Perform other duties as directed.
- Demonstrate sensitivity in interactions with all members of the Christ Church community and the wider community.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively to the School community.
- Ensure performance aligns with the ethos, aims and objectives of the School.

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Relevant tertiary qualifications and experience in special needs, learning support and curriculum differentiation.
- All applicants must have a National Police Certificate and have completed a Working with Children Check

The ideal candidate must:

- Possess exceptional interpersonal skills and the ability to relate to students and parents from diverse backgrounds.
- Be willing to participate in professional development.
- Be an independent worker with superior organisational skills.
- Set goals and prioritise tasks and manage multiple responsibilities simultaneously.
- Collaborate with others in a positive and effective manner.
- Manage time effectively and meet deadlines.

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 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

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025.
- Salary will be negotiated according to qualifications and years of experience.