



Christ Church Grammar School

DUTY STATEMENT

Education Assistant Peter Moyes Centre (Special Needs)

DATE: July 2026
STATUS: 1.0 FTE
TIME: Ongoing
FACULTY: Peter Moyes Centre (Senior 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 (Senior School).

WORKING RELATIONSHIPS:

The Peter Moyes Centre has approximately 10 teaching and support staff members.

DUTIES AND RESPONSIBILITIES:

- Lead, assist and participate in lessons and activities that support boys' learning, as directed by the classroom teacher.
- Assist in maintaining supportive and safe learning environments by building rapport with students and assisting them to organise themselves each day.
- Supervise students in the absence of a teacher.
- Undertake Recess and Lunch duties, as required.
- Assist with organising and participating in co-curricular activities, outside excursions, and sports (Physical Education and Friday afternoon sports as directed).
- Source appropriate resources, particularly IT software and hardware to increase access for students with disabilities.
- Utilise relevant Augmentative and Alternative Communication (AAC) to communicate effectively with students.
- Advocate for adjustments required for student inclusion in classroom and co-curricular activities.
- Assist with toileting and dressing of students, as needed,
- Liaise with classroom teachers, outside of the Peter Moyes Centre, to support with monitoring of educational goals and wellbeing of individual students.
- Attend work experience and TAFE placements with students, as required.
- Accompany students on excursions, tours and camps (which will likely include overnight stays).
- Seek out personal professional learning opportunities to assist in developing and enhancing student learning outcomes.
- Attend whole-school Assemblies and Chapel services.
- 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.
- 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.
- Exhibit awareness of the need for sensitivity in dealing with all members of the Christ Church community together with those in the wider community.
- Maintain professionalism with students, colleagues, parents and other members of the Christ Church community.

Team Participation:

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

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Relevant qualifications and experience related to special needs, learning support and differentiating curriculum.
- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Bronze Medallion (preferred)
- CPR (preferred)
- Senior First Aid Certification (preferred)

The person must:

- Have exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds.
- 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 2025.
- Opportunity to further your career through Professional Development and study considered.
- Salary will be determined according to qualifications and years of experience.