



## Education Assistant – Learning Enhancement

### Our Vision for Learning – Growth through Challenge

Prendiville Catholic College is a Catholic co-educational College established by the Archdiocese in 1986 with over 1100 students from Year 7-12. The College is a Christ centered, child focused, faith and learning community, guided by our College motto Christus Pastor Meus – Christ My Shepherd.

#### Purpose of the Role

The Education Assistant – Learning Enhancement plays a critical role in ensuring that students can access their learning and associated assessment programs in an equitable and productive manner. The role incorporates key administrative responsibilities regarding student learning, testing and tracking as well as providing support to students in regard to their academic, social and emotional needs. They are responsible to the Director of Diversity, Excellence and Learning Enhancement.

#### Key Responsibilities and Duties:

- Oversee the organisation and administration of students who are eligible for special testing or examination arrangements.
- Assist in the supervision of students who are eligible for special testing or examination arrangements.
- Coordination of administrative tasks associated with all standardised testing programs (NAPLAN, OLNA etc.).
- Assist with the creation and distribution of all Individual Learning Plans (ILP's) for students identified with a disability.
- Collating and formatting of student data for Students with a Disability (SWD) and the National Consistent Collection of Data (NCCD).
- Generate and maintain files and confidential information for current and incoming students identified with a disability.
- Support the College Registrar in the collection of necessary information for incoming students to ensure a smooth transition into the College.
- Liaise with and coordinate the engagement with external therapy services such as Occupational Therapy; Speech Therapy etc.
- Assist with the preparation and maintenance of the learning environment as required under teacher direction in the delivery of planned teaching and learning programs, including supporting students as they work towards achieving ILP objectives independently.
- In a classroom setting, use a variety of positive modification and adjustment strategies to support students to access class activities.

- In a classroom setting, use a variety of strategies to support positive behavioural change.
- Take part in regular reviews of student progress, academic practices and procedures and, where necessary, implement required changes.
- Attend meetings and/or professional development as required by the College.
- Undertake a range of daily activities, including but not limited to photocopying, handling telephone enquiries, purchasing of goods, filing etc.
- Be responsible for professional conduct and demonstrate an understanding of and commitment to the Catholic ethos of the College.

### Essential Criteria:

- Hold a Certificate IV in School Based Education Support (or equivalent).
- The ability to use initiative and work independently, as well as high level of collaboration skills for a team environment.
- Excellent administrative skills including the use of a variety of software programs including the MS Office suite and other education related software.
- A willingness to undertake professional learning in areas of academic software, College administration and best-practice for students.
- The ability to work within and foster an inclusive school environment following the College's Vision for Learning.
- To be energetic, flexible and willing to work with students with high needs.
- The ability to display respect and empathy for students with high support needs.

### Statutory Requirements:

- Current Working with Children.
- Nationally Coordinated Criminal History Check issued by the Department of Education.

### Employment Details:

Job Title:	Education Assistant – Learning Enhancement
Employment Status:	Full-time, permanent position.
Classification/Salary	Step 1 – 2, based on experience and qualifications. \$61,349 to \$67,348. Teachers' Aides and Teaching Assistant's Award, plus superannuation paid in accordance with the EBA.
Work Arrangement	6.5 hours, 5 days per week. 40 weeks per year
EBA	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
Reports to	Director of Diversity and Excellence.
Start Date:	As soon as possible. To be negotiated at interview.
Review Dates:	As required.