



St Norbert
College

ST NORBERT COLLEGE ROLE DESCRIPTION

TITLE: EDUCATION ASSISTANT - SPECIAL NEEDS

It is the vision of St Norbert College to create a Christian community which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

This is a fulltime temporary position for 2018.

CORE REQUIREMENTS

- Be supportive of the Catholic and Norbertine ethos of the College
- Be willing to contribute and participate in College activities
- Hold a current Department of Education and Training Police Clearance and a Working with Children Clearance
- Abide by the guidelines contained in the CEWA Code of Conduct
- Professional standard of dress and grooming

QUALIFICATIONS

- Advanced Certificate (Special Needs)

PROFESSIONAL REQUIREMENTS

Competencies

- Well developed planning and organisational skills
- Proficient communication and interpersonal skills
- Display a positive commitment for supporting students with additional needs across a range of ages
- Able to work as an individual as well as part of a team and follow instructions
- Strong word processing skills and comfortable using technology, particularly Microsoft Word and excel
- Well developed problem solving skills
- Able to use initiative and be flexible in working arrangements when required

PROFESSIONAL RESPONSIBILITIES

A: Whole School Responsibility

1. Promotes the inclusion of Special Needs Students (SNS) to the whole school staff
2. Accompanies and supervises SNS/s to and in specific designated areas within the school and to activities external to the school, with the approval of the principal and when parent permission has been sought and granted, e.g. excursions, orientation days in secondary schools

3. Assists with the care, and monitoring of SNS' outdoor activities, including before school, recess and lunch time periods *(NB. Will not be expected to supervise students as duty of care is not extended to non-teaching staff.)*
4. Participates in school and school community activities, such as Mass, sports days and swimming carnivals, assemblies, excursions
5. Attends all whole school staff meetings and submits extra hours documentation to business manager for additional wages

B: Classroom Responsibilities

1. Provides SNS with additional services and support that supplement the work of the teacher
2. Implements Individual Education Plans (IEPs) for SNS under the supervision of the teacher/s
3. Assists SNS with participating in teacher provided individual learning activities
4. Provides one-to-one or small group support
5. Uses particular teaching techniques and maintains SNS attention to task
6. Assists with specific instructional programs, such as scripted lessons and direct instruction activities as directed by the teacher
7. Assists with the organisation, management and maintenance of a safe and secure educational environment room or particular learning area/s preparation, ensuring that the environment is tidy, clean and barrier free
8. Assists with preparation, organisation, distribution, collection, maintenance and storage of resources, equipment, materials and activities
9. Attends to SNS who are sick or who require minor first aid or personal hygiene requirements

C: Administrative

1. Reports observations to Learning Support Coordinator regarding educational and behavioural objectives for specific SNSs
2. Writes in or assist SNS write in school diary to maintain communication between home/school
3. Assists with the collection of money, lunch orders or permission slips

PERSONAL QUALITIES

- Personal commitment to tasks undertaken
- Enthusiasm, energy and willingness to grow
- High standard of organisational and time management skills
- Be highly motivated to work as part of a collaborative team

KEY WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
Deputy Principal Learning Support Coordinator Year 7 Coordinator Staff and students	Parents

AUTHORITY LEVELS

- Overall responsibility to the Principal, via the Learning Support coordinator who constructs Education Assistant timetables through teacher consultation and evaluation of student's needs. When working in the classroom the duty of care lies with the teacher.