



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Classroom Education Assistant – Preparatory School
Date established:	October 2024
Reports to:	Deputy Head of Preparatory School

POSITION OVERVIEW

Guildford Grammar School is an Anglican School committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The school employs staff who are passionate and energetic in their profession and place student learning and wellbeing at the forefront of all they undertake.

The Classroom Education Assistant will support and assist teachers through the provision of planned and coordinated programs tailored to the physical, intellectual, social, emotional and spiritual development of students. The position will appeal to an individual who has a strong desire to assist students to achieve their individual excellence.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Holds a Certificate III or IV in Education Support/Education and Care or equivalent
- Holds a First Aid Qualification as relevant to a school context

Competencies & Technical Skills

- Displays highly developed planning and organisational skills.
- Demonstrates a highly relational approach to interactions with students, staff and Caregivers.

- Demonstrates an exceptional ability to effectively collaborate with others, and work as part of a high performing team.
- Willingness to administer first aid as required in both emergency and non emergency situations.
- Able to use computer systems, technology systems and applications effectively to fulfil the functions of the role.

Personal Attributes & Values

- Demonstrates a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be creative, enthusiastic and innovative.
- Demonstrates a passion for early childhood education and a willingness to work as required from PK-2.
- Shows professional integrity in all interactions.
- Displays a commitment towards personal and professional growth and development.
- Is solution focused and applies a growth mindset when challenged.
- Values nature pedagogy and the unique opportunities that the Guildford Grammar School campus brings in learning in, with and from the natural environment.
- Has a comprehensive understanding of 'Duty of Care' and places a high value on child well-being.
- Possesses a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Is responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection to the Principal immediately.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Classroom Support

- Assisting students to achieve set outcomes and observing and recording their progress and level of engagement and achievement.

- Provide support that supplements that of the teacher, working individually, in small groups or with the whole class as directed.
- Work with the class teacher to implement particular goals from documented plans.
- Assisting with observing and recording student activities and skills or specific behaviours.
- Identify risks and implement strategies to maintain a safe classroom/learning environment.
- Provide inclusive support to all students within the classroom.
- Assist with planning and creating learning activities and displays.
- Assist with the set up and management of the classroom environment.

Communication

- Communicate with teachers regarding individual student progress.
- Maintain appropriate communication with the teaching team.
- Give routine information to parents if directed by the Teacher.
- Maintain records of students progress and support strategies.

Behavioural Support and Modelling

- Supporting students by listening, encouraging, redirecting, explaining, reinforcing, practising skills, concepts and instructions.
- Use positive reinforcement strategies to strengthen positive student behaviour.
- Modelling particular techniques and maintaining student attention to tasks.

Resource and Services Management

- Maintaining, setting up and storing specialised equipment.
- Preparation, organisation, distribution, collection, maintenance and storage of resources, equipment, materials and activities.
- Adapting, modifying the classroom environment, resources and activities for individual students.
- Implement programs as agreed with outside agencies, e.g. physiotherapy, occupational therapy, speech therapy etc.
- Design, create, modify and update resources as required.
- Identify new resources to meet a particular student's needs.
- Assist with clerical duties, such as filing, word processing, data entry, photocopying and preparing teacher selected materials.

Skill Development

- Assisting in the delivery of special programs such as social skills, protective behaviours, life skills, mobility training and behaviour support.
- Help students develop greater independence in self-management through direct teaching of skills.
- Follow self-management plans and implement strategies to facilitate student independence.

Whole of School Life

- Participate in school and school community activities such as Chapel, sports days and swimming carnivals, assemblies, excursions and incursions.
- Assist with the care, monitoring and supervision of students in outdoor activities such as excursions, bush school and sport.
- Help students with school routines.
- Assist students during arrivals, departures and transitions at school.
- Assist the teacher with the general care and well-being of students, including attending to students' minor health needs.
- Assist the teacher in meeting the health requirements of students' disabilities if applicable.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.