



**ALL SAINTS'
COLLEGE**



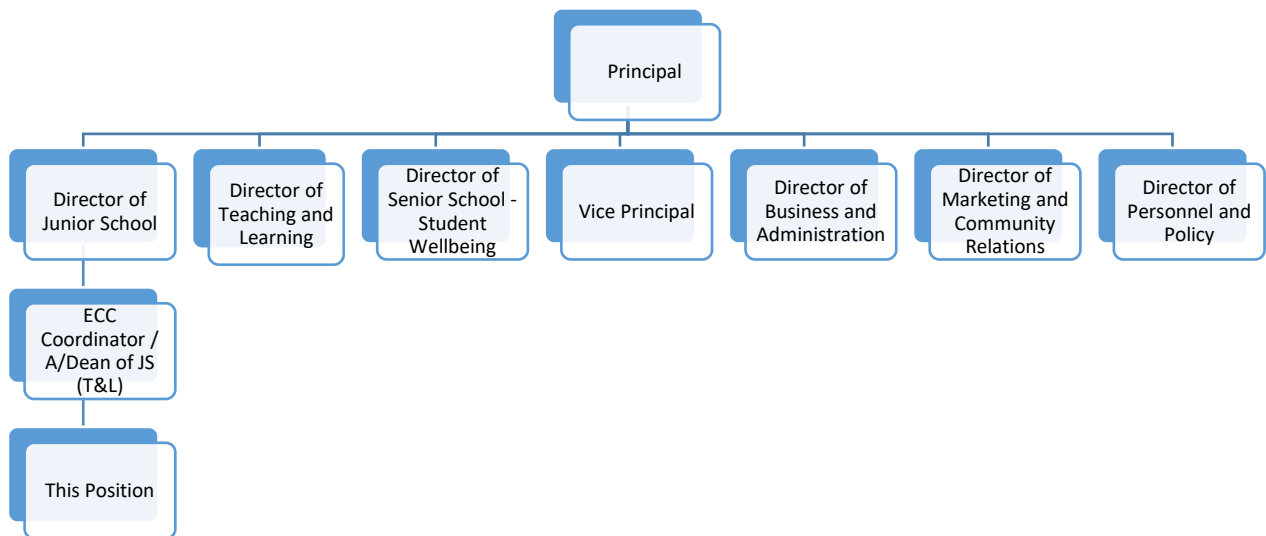
DUTY STATEMENT EDUCATION ASSISTANT

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Education Assistant (Junior School) is responsible to the Director of Junior School through their assigned classroom teacher(s); the classroom teacher(s) being responsible to either the Assistant Dean of Junior School (Teaching and Learning) or the Early Childhood Coordinator for seeking to provide the best possible academic and wellbeing assistance to the Junior School Teacher(s).

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

Junior School Educational Assistants will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

1. Administration

- (a) Assist the teacher(s) with and actively participate in the Junior School teaching program and class activities as required by the College.
 - i. Arrange and pack down equipment and furniture for class activities.
 - ii. Oversee students in small group activities.
 - iii. Conduct mat sessions in conjunction with the classroom teacher.
 - iv. Supervise inside/outside play and activities in conjunction with a classroom teacher.
 - v. Supervise student excursions as required.
 - vi. Produce curriculum materials as required.
- (b) Information and Communications Technology
 - i. Support the classroom use of interactive whiteboards, notebooks within the Years 5–6 Notebook Computer Program, and use of iPads within Pre-Kindergarten to Year 4.
 - ii. Assist in the day-to-day maintenance of network printers.

2. Pastoral Care

- (a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students in your care; this to be particularly demonstrated in a teacher's classroom management plan.
- (b) Uphold and support the guidelines for student behaviour and dress as set out by the College.
- (c) Provide a caring environment supportive of the Christian ethos and liturgical activities of the College, including attendance at College celebrations, for example the staff Eucharist.

3. Administration

- (a) Undertake the following tasks as required:
 - i. Produce online classroom curriculum materials;
 - ii. record keeping and filing, including online management of photographs and documentation; and photocopying.

4. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.

- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

5. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

August 2022