



Education Assistant (Special Needs)

(Secondary Student focus, ongoing,
part-time at 0.5 FTE)

Role Highlights

- One of Australia's leading independent schools
- Work across our Senior School campus
- Part time role, including Fridays

The Role

The Education Assistant (Special Needs) is directly responsible to the Head of Learning Support and is required to help prepare materials for teachers and to work with individual students. The Education Assistant (Special Needs) will foster autonomy, independence and self-esteem whilst assisting Senior School students to integrate successfully into the All Saints' College learning environment and the wider community. Working days include Fridays during school terms, with the other days subject to some flexibility.

Key Responsibilities:

- Supervision of students eligible for Equitable Access Adjustments during timed assessments in the Supervised Learning Centre (or designated location).
- Ensuring appropriate conditions and support are provided in accordance with school policies and relevant guidelines.
- Provide support across the Senior School learning environment.
- Ensure the delivery of high quality, student-focused individual learning programs.
- Ensure the learning environment is inclusive, relevant, and appropriately resourced.

About You

Available to commence at the College as soon as possible, you are a qualified, experienced, and dynamic Education Assistant who would like to contribute to our Senior School's teaching program. You have the ability to engage secondary students of all ages in the learning experience and freely participate in classroom activities. Well organised, friendly, and approachable, you can prepare high quality classroom materials and resources and are also adept at providing administrative support. You agree with a holistic approach to education where learning is balanced with the pursuit of emotional, spiritual, and physical wellbeing, and can demonstrate your:

- A passion for engaging and inspiring secondary students in the learning experience.

- A dedication for providing a high level of classroom support.
- Sound computing skills and familiarity with Microsoft Office software.
- Sound communication skills – both oral and written.
- Proficient use of various classroom technologies.
- Commitment to nurture the individual student, emotionally, socially and intellectually.
- National Police Clearance Certificate.
- An ability to uphold and support the College's Anglican ethos and maintain a current Working with Children Clearance during employment with the College.

About All Saints'

All Saints' College (ASC), one of Australia's leading independent, coeducational Anglican day-schools, is situated approximately 15 minutes south of the CBD on a beautifully landscaped 19 hectare property in Bull Creek. Surrounded by ovals, paths, lawns and gardens, the campus caters for approximately 1 350 students from Pre-Kindergarten through to Year 12. Facilities include a state-of-the-art theatre, heated 25 metre indoor swimming pool on campus, a fully equipped gymnasium, rock climbing wall and an indoor sports centre.

Our mission

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our vision

Making a positive difference in our world

Our values

- Empathy:** seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment
Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

The Benefits

The College offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Personal leave – 'other' x 3 days
- Generous LSL provisions
- Temporary absence policy
- Restless Curiosity and Professional Development opportunities
- Staff yoga and free EAP program
- Salary sacrifice opportunities
- Access to the Aquatic Centre and Gym facilities on site.
- Discounted fees for children of staff

- College provided digital devices

How to Apply

A one-page cover letter, addressed to The Principal, and an up-to-date CV submitted via the Apply button.

Applications will be shortlisted as they are received, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Kate Pascoe, Human Resources Advisor, on (08) 9288 2402 for a confidential discussion.