



Emmanuel Catholic College

Whadjuk Boodjar, 122 Hammond Road, Success WA 6164
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www.emmanuel.wa.edu.au



Dear Applicant

Thank you for your interest in Emmanuel Catholic College.

Emmanuel Catholic College is an innovative and vibrant school community that seeks to deliver an engaging contemporary 21st Century education. We are a proud Catholic school, committed to providing a holistic education encompassing a vision where we strive to develop a strong sense in our students of the benefits in becoming men and women for the service of others.

All staff have a major role to play in achieving our mission and offering a quality education in line with our College Vision and Values.

We aim to attract employees who want to be part of a community of innovative, life-long learners, providing a safe and nurturing environment for our students, delivering personalised education, and striving for excellence.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mr Vince Bellini, Vice Principal on 9414 4000.

Kind regards

Mr Paul Watson
Principal

Position Information

Education Assistant

Relief

About us

Emmanuel Catholic College is a leading co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Success. Emmanuel Catholic College opened its doors in 1999 to a small group of Year 8 students. It is now home to approximately 1,100 students.

The College name, derived from the Hebrew word Emmanuel, means "God is with us". The campus is a modern and vibrant learning area, equally enhanced by the natural beauty of both Lake Kogalup and the natural bushland area of the Beeliar Regional Park.

Emmanuel Catholic College acknowledges and pays respect to the Traditional Owners and Elders, both past and present of the land on which our College is located, the Whadjuk people of the Nyungar Nation.

Success Criteria

The successful applicant will:

- Possess or be willing to complete the requirements for Accreditation to Teach/Work in a Catholic School.
- A willingness to learn, innovate and be creative.
- Investment in ongoing Professional growth.
- The capacity to work independently and collaboratively.
- Uncompromising confidentiality.
- Very strong attention to detail.
- Ability to work as part of a team.
- Excellent communication skills (verbal and written).
- Excellent time management skills and the ability to meet deadlines in a timely and efficient manner.
- The ability to coordinate multiple projects at once.
- The highest degree of professionalism.
- Understanding and support of the Catholic Ethos.
- Punctual.
- High personal hygiene/safety standards.
- Uncompromising confidentiality
- Help ensure the provision of a Catholic perspective and support the co-curricular activities of the school.
- Perform such duties as customarily rostered and shared by all staff.

Essential Requirements

- Current Working with Children Check.

Conditions and Salary

For Conditions and Salary, please refer to the Catholic Education Western Australia (CEWA) Enterprise Bargaining Agreement (EBA):

[Non-Teaching Staff](#)

[Salary Schedule](#)

Applications close at 3.00pm on Tuesday 23 August 2022

Duty Statement

Education Assistant – Relief

An Education Assistant in a Catholic School supports the teaching and learning of students through assisting the teacher in delivering planned education programmes and encouraging a supportive and inclusive learning environment.

This position forms part of the College non-teaching, students with disabilities team. The person appointed is responsible to the Director of Student with Disabilities and whose core responsibilities are to support the Learning Excellence department. The role is vital to the efficient and smooth running of the College on a day-to-day basis.

As a member of staff, the Education Assistant will support the Principal and staff in the promotion and upholding of Catholic values and the shared vision of the College. They will involve themselves as a member of the whole staff in enhancing the welfare and development of students in the College community. This includes the promotion and maintenance of a positive public profile for the College and demands the highest level of professionalism, confidentiality, and the capacity to work with independent initiative.

Areas of Responsibility:

General support

- Directly assisting classroom teachers in implementing, monitoring, and supervising student-learning experiences, both indoors and out.
- Assisting students in mainstream classes, elective units or additional curricular activities, such as library, computing, food and nutrition, manual arts, woodwork, sport, physical education or other recreational or work-based programmes.
- Supporting students by listening, encouraging, reassuring, directing, redirecting, explaining, reinforcing, and practicing skills, concepts and instructions.
- Modelling techniques and maintaining student attention to task.
- The organisation, management, and maintenance of a safe and secure educational environment.
- Ensuring that the environment is tidy, clean and barrier free.
- The preparation, organisation, distribution, collection, maintenance and storage of resources, equipment, materials, and activities.
- Assisting students with movement around the environment if necessary or if required.
- Attending to students who are sick or who require minor first aid.
- Assisting with the care, monitoring, and supervision of students' outdoor activities, including before school, recess and lunch time periods according to the roster.
- Assisting with observing student activities or specific behaviours.
- Contributing to the home-school communication book (diary) and ensuring the system is maintained.
- Participating in school and school community activities, such as Mass, sports days and swimming carnivals, assemblies, excursions etc.

Individual support

- Assist in the implementation of special programs for specific curriculum needs. This may involve assisting with social skills programs, protective behaviour or behaviour management programmes, life skills and work-based programs, transport training, or health care needs as directed by the classroom teacher. Some of the programmes may be conducted in conjunction with relevant allied service personnel, with the approval of the Principal and classroom teacher. Teaching Assistants may need specific skills and training to perform certain tasks or activities.

Specific support

- Specific individual need/s.
- The number of students requiring assistance.
- The types of programs operating within the class or school.
- The level and type of individual support require by a student or group of students for a particular activity at a particular time.

- Contextual and situation specific needs.
- The number of classes or the number of students with whom the teaching assistant is involved or has been assigned.
- The specific goals, objectives and expected outcomes of an individual such as parents/care givers and service providers.

Tenure and Conditions:

- Relief, as specified upon appointment.
- Responsible to the Director of Students with Disabilities.
- All conditions can be negotiated with the Principal depending on individual circumstances.

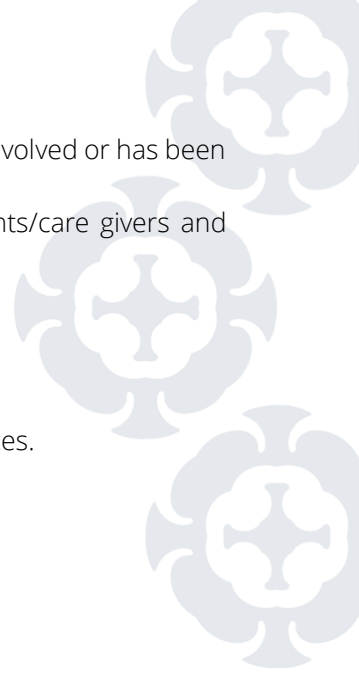
After Hours Requirements at College Events include:

- College events as required or as specified by the Principal.

Appointment:

On appointment, the successful applicant will be required to:

- Current Education Criminal Record Check.
- Current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.



General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

All applicants must have a current Working with Children Check (WWC) and those applying for a teaching position must hold a relevant degree and be eligible for Registration with Teacher Registration Board of Western Australia (TRBWA).

Applications for a position at Emmanuel Catholic College must be consist of;

1. Covering Letter

The Covering Letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position being applied for (maximum 2 pages).

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Subjects / Courses taught
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications / experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of three (3) professional Referees, one of which should be the current employer.
- If applicable, a Parish Priest should also be included.

3. Statement Addressing the Key Selection Criteria (where specifically requested)

4. Copies of any requested information

Requested Information - where applicable, applications should include copies of;

- TRBWA Registration status
- Proof of WWC
- Latest Academic Transcript
- Proof of Accreditation.

Applications should be addressed to the Principal, and uploaded via the Emmanuel Catholic College website form: [Application for Employment – Emmanuel Catholic College](#)

Further information can be obtained by contacting the Vice Principal, Mr Vince Bellini on 9414 4000.