Emmanuel Catholic College
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www.emmanuel.wa.edu.au

"The world no longer cares how much our students know: Knowledge is a commodity as they can look it up. The world cares about what our students do with what they know, which is an entirely different education problem."

(Wagner, T. 2009)

Dear Applicant

Emmanuel Catholic College is a vibrant, contemporary, innovative, learning environment, situated 23 km's south of the Perth CBD. Situated in a high population growth area, the College has experienced a steady increase in student enrolment since its foundation in 1998. With such growth a 'Permanent Change of Operation' occurred in 2024 culminating with the current student population standing at approximately 1239, the highest in the College's history.

The College's innovative practice and the success experienced in recent years has been nothing short of outstanding, receiving numerous accolades, media attention and widespread interest from a large number of schools both at a state, national and international level. The College has firmly placed itself at the cutting edge of educational transformation and is delivering exceptionally high outcomes for both staff, students and the wider community.

A distinctive feature is our emphasis on fostering innovation and ingenuity among both students and teachers, cultivating an environment of continuous improvement and adaptability. Our introduction in 2023 of Emmanuel Flexiday, a four-day week for Year 12 students and 100-minute learning blocks exemplifies this approach. The College's educational philosophy is centred on the acquisition of skills over content and places the health and wellbeing of both students and staff at the centre of all we do, significantly transforming education away from the traditional paradigm towards an engaging and inspirational model that has significantly enhanced both the day-to-day experience and overall secondary educational journey of both staff, students and the wider community.

The College strives to provide a 'fit for purpose' engaging education through the provision of a multitude of pathways that span all learning areas. Across the College we focus on real world application, enhancing student capabilities, fostering student independence and embracing community links. Our aim is to ensure our students are provided with an authentic opportunity to positively contribute as a global citizen in today's world and find their niche, discover a passion, and inspire them to reach previously unimagined heights.

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.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

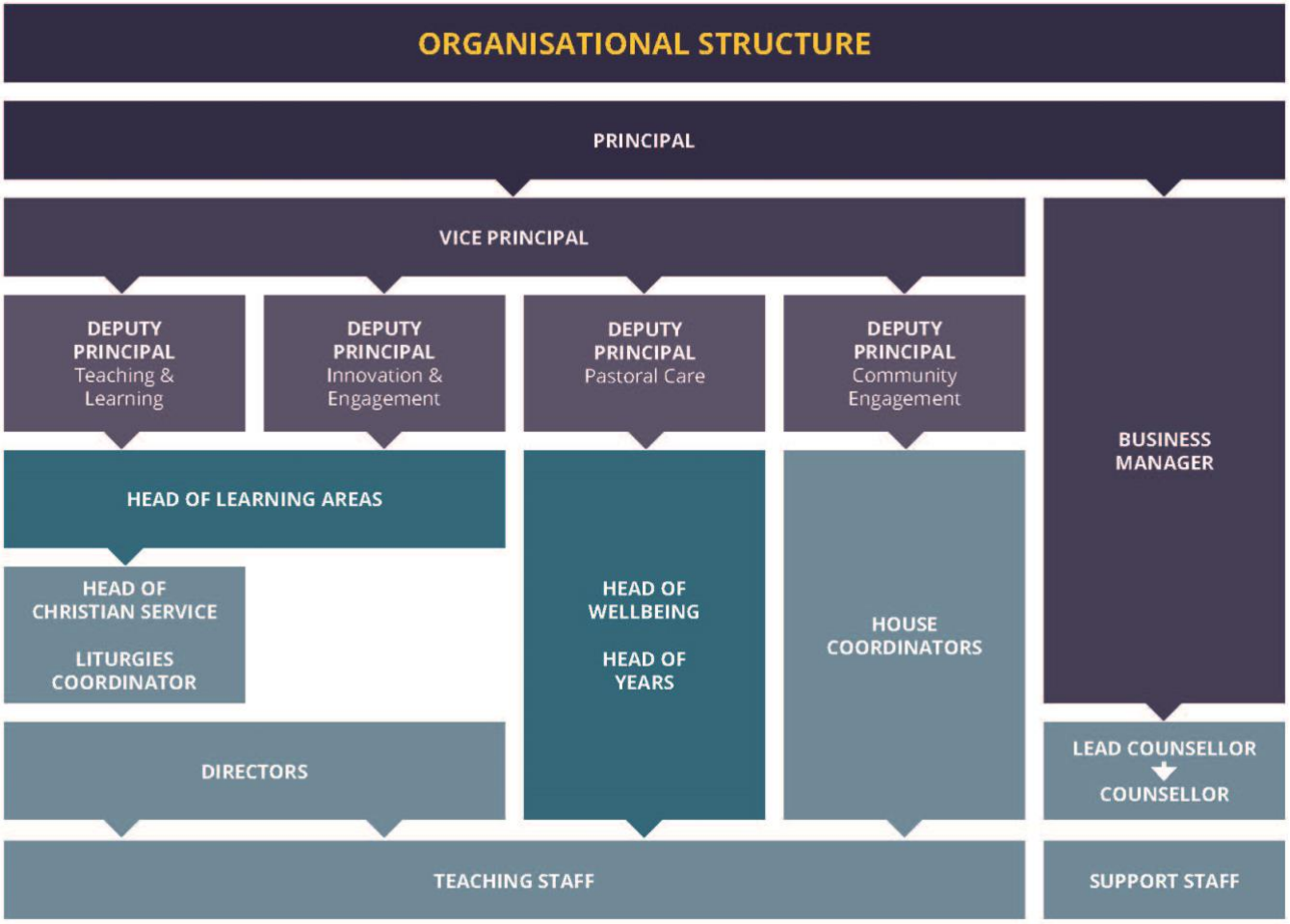
Kind regards

Mr Paul Watson
Principal

"Make no mistake, the world needs all types of children. The quiet, easy going peacekeepers that sit still and observe, the loud, shake it up, feel it deep, changemakers that are always on the go, And every unique soul in between." *(O'Kane, M. 2022)*

Duty Statement

Education Assistant



Emmanuel Catholic College continually strives to create and enable a variety of engaging learning opportunities for students that provide the necessary skills, knowledge and experiences to prosper as global citizens in the world. In doing so, we seek to inspire a passion for life-long learning in meeting the individual needs of all students so that they may achieve their true potential. In acknowledging parents and care givers as the first and most influential educators and with strong links to the local community and industry, the College provides students with opportunities to immerse themselves in an education centered around real life, informed by contemporary research and best practice.

Staff at Emmanuel Catholic College are expected to be passionate and innovative educational practitioners, committed to engaging students in a meaningful and purposeful manner within a 21st Century contemporary educational landscape. In undertaking a commitment to a highly contemporary educational philosophy, the College does not operate a traditional timetable but rather classes are run as a mixture of 100 and 50 minute learning blocks with an optional four-day week for Year 12 students (Emmanuel Flexi).

The ability to develop and maintain positive relationships with students, colleagues and families is paramount across the College's Vision for Learning and vital in building a positive and professional learning community. Staff are required to comply with the College Code of Conduct at all times.

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.

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
- 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:

- Fulltime ongoing
- Salary based on qualifications and experience.
- Term time, Monday to Friday 8.15am to 3.15pm - 7 hours per day (lunch break 30 minutes) 32.5 hours per week.
- Responsible to the Head of Inclusive Education, the Vice Principal and the Business Manager as the Principal delegates.

After Hours Requirements at College Events include:

- College events and Meetings 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.
- Undertake CEWA online modules as directed.

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).

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 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 3 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. Copies of any requested information
   Requested Information - where applicable, applications should include copies of;

- TRBWA Registration status
- Working With Children Check (WWCC)
- Latest Academic Transcript
- Reference to CEWA Accreditation if applicable.

Applications close at 9.00am on Thursday 12 November 2026.

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 Campbell Brown via email Campbell.Brown@cewa.edu.au