



# School Assistant - Learning Support Junior School

<b>Position Title:</b>	School Assistant – Learning Support Junior School
<b>Job ID:</b>	241001
<b>Reports To:</b>	Head of Junior School, Brooklyn Park
<b>Nature of Employment:</b>	2x ongoing, part time positions available Hours negotiable (approximately 12-20 hours per week), 40 weeks per year
<b>Commencement Date:</b>	January 2025

## College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

## Key Purpose

The School Assistant – Learning Support position provides additional educational support for students individually and in small groups across all Junior School year levels at our Brooklyn Park campus.

## Key Responsibilities

### Student Support:

- Classroom support with Literacy/Numeracy.
- Support individual students/small groups under teacher direction.
- Motivate and encourage as required.
- Model and develop positive relationships with students, to foster their social and emotional development.
- Provide feedback to the teacher about the student's progress and response to tasks.



- Promoting student self-esteem by:
  - Establishing a supportive relationship with students.
  - Being aware of the student's educational, physical, social and emotional needs and meeting these needs whilst promoting independence.
  - Encouraging acceptance and inclusion of all students by their peers and the school as a whole.

#### **Administration:**

- Record notes of progress and activity, as set out by the Learning Support Coordinator.
- Adapt resources as necessary.
- Contribute to review meetings as appropriate.
- Where appropriate, ensure relief staff are aware of the needs of the student.
- Implement recommendations by professional agencies and specialists.
- Other duties as may be required by the College Principal.

## **College Expectations**

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

## **Selection Criteria**

- Be a committed Christian with a strong passion for Biblically based Christian education.
- Evidence of high-level interpersonal skills and experience in working with staff and young people.
- Demonstrated ability in problem solving, flexibility, priority setting and time management.
- Experience in a similar role (particularly within a Junior School) would be highly preferable.
- Whilst not a prerequisite, holding a Certificate III or IV in School Based Education Support or demonstrating equivalent competencies at this grade would be an advantage.
- Ability to work confidentially, with tact and discretion.
- Demonstrated ability to work positively in a team environment.
- Excellent organisational, prioritisation and time management skills.
- Strong interpersonal skills and an ability to successfully communicate through a variety of means
- Current Working with Children Check and RRHAN-EC.

## Submitting Your Application

**Closing Date:** 9:00am, Friday 18<sup>th</sup> October 2024

**Applicants should provide:**

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed '[Application for Non-Teaching Position Form](#)', available via our website.

**Application submissions must be sent to [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au) and include all three documents to be considered.** Please reference the Job ID in the subject line: Job ID 241001.

For further information about this position, please contact Human Resources on (08) 8292 3888 or email [recruitment@emmauscc.sa.edu.au](mailto:recruitment@emmauscc.sa.edu.au)