



## DUTY STATEMENT

### Education Assistant (General)

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**Date:** January 2022 to December 2022  
**Time:** Full-time  
**Status:** Temporary  
**Department:** Primary – Early Childhood

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#### POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

The education, growth and pastoral care of students is the responsibility of all staff at the College. However, the Education Assistant (General) plays a vital role in ensuring that all students, have every opportunity to experience an education that aligns with the vision statement of the College. The Education Assistant (General) works with the Inclusion Support Coordinator to ensure positive wellbeing of students.

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#### LINE MANAGEMENT:

- Working under the direction of the Head of Primary (via the Classroom Teacher).
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## **DUTIES AND RESPONSIBILITIES:**

Under general guidance, the Education Assistant (General) can be expected to perform tasks within the following range:

- Assist with the preparation and maintenance of the learning environment as required under teacher direction in the delivery of planned teaching and learning programs, including IEP/CAP;
- Work with individual and small groups of students, under the direction of the teacher;
- Assist with arrival and departure of students travelling on buses, where required;
- Support the maintenance and use of specialised equipment including mobility devices and supports, specialised seating, computers and digital technologies, augmentative and assistive communication resources etc;
- Monitor and/or supervise hygiene and self-care programs, such as feeding, dressing, drinking, catheterisations and toileting including the cleaning of students and their clothes;
- Assist students dressing, toileting and, where necessary, clean soiled clothing and areas;
- Assist the teacher with the general care, wellbeing and supervision of students, including attending to students with minor illnesses e.g. colds, or students in needs of minor first aid;
- Assist in the care, monitoring, and supervision of out-of-class activities, which may include before and after school, recess and lunch time periods, sport, excursions and camps;
- Monitor and assist students in work experience and liaise with employers;
- Attend meetings and/or professional development as required by the Principal or delegate.
- Provides continuance of support in regular mainstream classes;
- Assists in the adaptation of classroom materials for use by students in the education support programme;
- Provides feedback to the Diversity Team on students' progress, behaviour and difficulties in all classrooms;
- Act as an informal liaison between the Diversity Team and mainstream teachers where necessary;
- Assists students to access all areas of school/classroom as necessary and appropriate;
- Where appropriate, participate in IEP meetings;
- Assists with the integration of special programs e.g. speech therapy, mobility programs, life skill programs etc, as requested by the Diversity Team or in conjunction with the classroom teacher or relevant service agency personnel operating with approval;
- Assists with the collection, preparation and distribution of resources;
- Assists with care and supervision of students' outdoor activities, including before school and during school recess, as directed by the teacher;
- Assists students with lunch and morning tea (including associated washing up) and feeding programmes if necessary;
- Assists in maintaining classrooms in tidy condition as necessary;
- Other duties as directed by the Principal or delegate.

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## **KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Previous experience in a similar role is desirable;
- A high level of interpersonal and communication skills;
- Excellent communication skills (verbal and written);
- Promote the inclusion of students with special learning needs in the school;
- Show initiative, work independently and contribute to a team environment;
- A clear commitment to the objectives and ethos of Catholic Education;
- Competency in the use of information technology;
- Appropriate lifting and handling skills and techniques;
- Must hold a current Nationally Coordinated Criminal History Check (through the Department of Education WA);
- Must hold a current 'Working with Children' card;
- Treat all information of the College in a confidential manner;
- Develop relationships with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework;
- Comply with the Public Health Order regarding mandatory covid vaccination requirements.

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## **SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA);
  - Salary Schedule: Teachers' Aides & Teaching Assistants  
Teacher Assistants – General qualified, Step 1 – 2 (*classification code 03232*)
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