

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



Classroom Support Assistant

Position Level	Classroom Learning Support Level – 3.1
Salary (Pro-rata for part-time positions)	\$56,057.00 (based on skills and experience)
Reports To	Classroom Support Teacher
Location	St Gregory’s Primary School, Queanbeyan – NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	19 April to 17 December 2021
Hours Per Fortnight	30

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The Classroom Support Assistant (CSA) is a member of the Classroom Support Team (CST). The role of the Classroom Support Assistant is to provide in class support thus enabling teachers to provide support for identified special needs students as they work to achieve the academic goals and social skills required for independent learning and confident participation at St Gregory’s and in the wider community.
Position Duties	<ul style="list-style-type: none"> • Support the Catholic identity of St Gregory’s and assist students to participate in the learning experiences in the classrooms; • To work as requested by the Classroom Support Teacher in classrooms according to a prepared timetable; • Assist students to understand and utilise the information provided by the classroom teacher; • Assist student learning under the direction of the classroom teacher with individual and small groups of students within the classroom; • Assist in teaching duties under the direction of the classroom teacher Provide administrative support for the Classroom Support Teacher when necessary. • Accompany classes as required on outings; • Attend all timetabled classes punctually; • Report immediately to the Classroom Support Teacher any issues, questions or concerns relating to the role; • Maintain confidentiality; • Complete sign on/off sheets;

	<ul style="list-style-type: none"> • Recommend strategies or resources to the Classroom Support Teacher that may be of use in classrooms or for particular students.
Skills, Attributes and Experience	<p>Successful applicants for this position will have:</p> <ol style="list-style-type: none"> 1. A sound understanding of and commitment to the Church’s mission in Catholic education and the capacity to contribute to the spiritual and community life of the school. 2. Excellent management and organisational skills that create supportive and safe environments, including managing challenging student behaviours and meeting a variety of social and emotional needs. 3. Ability to maintain confidentiality. 4. Ability to work individually and as part of a team. 5. Interpersonal skill demonstrating a courteous and cooperative approach. 6. Effective communication (both verbal and written) skills. 7. An excellent understanding of and ability to implement student support programs as required. 8. A willingness to respond creatively to the learning needs of students and support classroom teachers in meet the needs of their students. 9. A willingness to contribute towards the wider school community, in order to build and strengthen school’s relationship with parents, parish and community.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration. • Relevant work experience would be beneficial. • Certificate III in Educational Support (or equivalent).

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au