



POSITION DESCRIPTION

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

Classroom Support Assistant

Position Level	Classroom Learning Support Level 3.1 – 5.1
Reports To	Principal
Location	Ss. Peter and Paul Primary, Goulburn – NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	26 April to 17 December 2021
Hours Per Fortnight	40

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 Ss Peter and Paul and in the wider community.
Position Duties	<ul style="list-style-type: none"> • Support the Catholic identity of the School and assist students to participate in the learning experiences in the classrooms; • Developing a knowledge of a range of learning support needs relevant to the students; • Working with individuals and groups of students in the classroom as directed by the teacher; • Assist with planning and implementing programs designed by the LST and classroom teachers e.g. IEP's; • Running/assisting in specific programs e.g. reading recovery, phonics, social skills, minilit, multilit; • Collaborate with all staff members in a collegial and cooperative working relationship; • Effective communication and listening skills in relationships; • Plan collaboratively with the class teacher to develop effective programs; • Preparing some specialised materials as directed by the teacher and/or LSC • Recording, charting, observing and reporting back on student achievement; • Supporting students by listening, directing, explaining, reassuring, encouraging, re-directing and reinforcing.

<p>Skills, Attributes and Experience</p>	<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.
<p>Qualifications</p>	<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