



POSITION DESCRIPTION

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

Classroom Support Assistant

Position Level	Classroom Learning Support Averaged – Level 3.1
Salary (Pro-rata paid for part-time positions)	\$56,057.00 + Superannation (based on skills and experience)
Reports To	Principal
Location	St Francis Xavier School – Lake Cargelligo NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	19 April 2021 till 17 December 2021
Hours Per Fortnight	55

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.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	The Classroom Support Assistant contributes to the overall mission of St Francis Xavier School, Lake Cargelligo providing support to the Principal and teaching staff through providing effective and efficient classroom support.
Position Duties	<p>Classroom Support Assistants ensure efficient and effective learning support to the principal and teaching staff by working with students to:</p> <ul style="list-style-type: none">• Work in consultation with teachers to undertake specialist instruction for students in specific areas;• Assist with managing student learning/behaviour;• Assist with classroom programs as required, particularly in the development of students' learning program, under the supervision of the classroom teacher;• Liaise directly with classroom teachers regarding student progress including documentation;• Complete playground duty as per roster or Individual Learning Plan;

	<ul style="list-style-type: none"> • Attend parent/teacher conferences and other meetings as requested; • Care for and comfort of sick or distressed students, administer and record first aid when required and contact families support students; • Working collaboratively with Staff, Families and Community.
Skills, Attributes and Experience	<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"> • Certificate III in Educational Support (or equivalent). • Must hold relevant Working with Children registration.

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