



POSITION DESCRIPTION

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

Classroom Support Assistant

Position Level	Classroom Learning Support Averaged
Reports To	Principal
Location	Trinity Catholic College, Goulburn NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	Commence 8 March 2021 until 15 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. At CE, our people are the engine that drives our system forward.

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 (CSA) is a member of the Wellbeing and Diversity Team. The role of the Classroom Support Assistant is to provide in-class support thus enabling teachers to provide support for identified students with additional needs as they work to achieve the academic goals and social skills required for independent learning and confident participation at Trinity Catholic College and in the wider community.
Position Duties	<ul style="list-style-type: none">• Support the Catholic identity of Trinity Catholic College Goulburn 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 subject teacher.• Assist student learning under the direction of the subject teacher with individual and small groups of students within the classroom.• Assist in teaching duties under the direction of the subject teacher.• Accompany classes as required on excursions.

	<ul style="list-style-type: none"> • Provide administrative support for the Classroom Support Teacher when necessary. • Attend all timetabled classes punctually. • Report immediately to the Classroom Support Teacher any issues, questions or concerns relating to the role. • Maintain confidentiality. • Attend Wellbeing and Diversity meetings as required. • 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>Applicants need to demonstrate:</p> <ol style="list-style-type: none"> 1. A sound understanding of, and commitment to, the goals of Catholic education and the operation of Catholic schools. 2. A willingness to work as a classroom support assistant with highly effective organisational, communication and interpersonal skills. 3. An ability and passion for working with young people including students with disabilities. 4. Knowledge, application and competence in the use of information technology as an educational, processing and resource tool including word processing, internet researching techniques and email.
Qualifications	<ul style="list-style-type: none"> • Current CPR and First Aid Qualification. • Certificate IV in Education Support Services (or willingness to obtain). • Must hold a 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