



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	Mother Teresa Primary School – Harrison, ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	27 January – 16 December 2022
Hours Per Fortnight	42 hours (position 1) 33 Hours (position 2)

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	<p>Learning Support Assistants at Mother Teresa School work as part of the Diverse Learning Team and under the direction of the Diverse Learning Coordinators. The team consists of two teachers who fulfil various roles and eight learning support assistants.</p> <p>Learning Support Assistants work with a variety of students from Kindergarten to Year 6. They assist classroom teachers and may work with individual students or small groups of students under the direction of the classroom teacher or the Diverse Learning Coordinator.</p> <p>The Diverse Learning Team is a high performing team, so the successful applicant must have great communication and inter-personal skills and be able to work as part of a team.</p>
Position Duties	<p>Classroom Learning Support</p> <ul style="list-style-type: none"> Assisting students with day to day activities, travelling and other duties that may arise Assisting therapists in their work with students Care of flora and fauna Carrying out individual programs of a self help nature that develop independent living skills in students Supervising students in non-teaching periods Supervising groups of students other than in a classroom situation

	<ul style="list-style-type: none"> • Assisting in teaching duties under the direction and general supervision of a Teacher • Under direction, taking students for their individualised teaching plans in specific areas, and reporting to Teachers on, and charting, student progress • Taking part in case management meetings with Teachers • Working in collaboration with a Teacher or group of Teachers in the implementation of learning and teaching strategies for an individual student, groups of students or class • Researching reference material under the direction of a Teacher • Assisting with the selection and preparation of teaching resources that meet student needs and interests • Receiving, issuing, distributing, stock-taking and safeguarding of teaching resources, goods, supplies, stores, materials and equipment • Providing technical assistance in the operation of a library, laboratory or technology centre • Assembling and dismantling of, and carrying out minor maintenance on, equipment or teaching aids for demonstration or practical work • Preparation of practical work for use in the classroom, including general and complex laboratory experiments
Skills, Attributes and Experience	<p>Successful applicants for the position will have:</p> <ol style="list-style-type: none"> 1. A commitment to the goals of Catholic education and a readiness to foster the aims and vision of the school in the wider community 2. Applies knowledge in areas and a range of skills in a variety of roles and tasks 3. Uses discretion and judgement in organising and achieving outcomes in time constraints 4. Effective communication and interpersonal skills, in particular the ability to relate well to students and to work in teams with staff members 5. Initiative and the ability to handle a number of tasks concurrently, working independently and flexibly to adjust to changing situations
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration • Relevant work experience would be beneficial • Knowledge and training equivalent to completion of either a diploma or Certificate II, III or IV in School/Education Support or other relevant degree (or be currently studying) would be beneficial

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