EARLY LEARNING CENTRE
EDUCATION ASSISTANT

Learning

Support Staff at Holy Cross College will:

- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- complete Accreditation to Work in a Catholic School in the required time
- maintain ongoing renewal of Accreditation to Work in a Catholic School
- support staff, students and parents with access to and use of College resources
- respect and support the learning and development of staff in all areas of the College
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff
- maintain sound literacy and numeracy skills
- maintain a high level of ICT skills
- maintain Senior First Aid qualification

Inter-relationships

Support Staff at Holy Cross College will:

- actively engage in the pastoral care of students
- interact with staff, students and families in a way that is both professional and pastoral
- have a welcoming manner and excellent interpersonal skills
- relate to young people in an appropriate manner
- remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind
- treat all information as confidential
- maintain high expectations of service, choices and manners through example
- be well-groomed, well-spoken and familiar with protocol and etiquette
- Work collaboratively with other staff members and be flexible with work arrangements
- use initiative in carrying out duties

Faith

Support Staff at Holy Cross College will:

- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- live and act in a way that respects the beliefs and practices of a Catholic community
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- participate actively in the sacramental, liturgical and prayer life of the College
- promote and support strong and meaningful connection with St Helena’s Parish
Enrichment

Support Staff at Holy Cross College will:

• recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
• actively engage in personal, spiritual and professional learning
• be willing to positively share time, energy and talents in support of the ongoing life of the College
• abide by all College Policies and Procedures