

HOLY CROSS COLLEGE APPLICATION PACKAGE

EDUCATION ASSISTANT



EDUCATION ASSISTANT

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

Position: Education Assistant

Conditions: Full Time
Ongoing

Salary: As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.

Commencement Date: 1 January 2024

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Education Assistants at Holy Cross College.
- Have a recognised minimum of Teacher Assistant Certificate III qualification (Desirable – Special Learning Needs Qualified)
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.

Applications close: 29 September 2023 at 12:00pm

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au

ROLE DESCRIPTION

EDUCATION ASSISTANT

Holy Cross College offers a Catholic education from Pre-Kindergarten – Year Twelve. The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use technology to redefine learning. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

LEARNING

Education Assistants 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

Education Assistants 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

Education Assistants 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

Education Assistants 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.

CURRENT SPECIFIC RESPONSIBILITIES (AS AND IF REQUIRED)

Education Assistants at Holy Cross College will:

- Work with individual and small groups of students, under the direction of the teacher.
- Assist with arrival and departure of students travelling on buses, where required.
- Support the maintenance and use of specialised equipment including mobility devices and supports, specialised seating, computers and digital technologies, augmentative and assistive communication resources etc.
- Assist the teacher with the general care, wellbeing and supervision of students, including attending to students with minor health illnesses e.g., students in need of minor first aid.
- Attend meetings and/or professional development as required by the Principal or

delegate.

- Other duties as directed by the Principal or delegate.