



**Educational Assistant 2025**  
**Full Time**  
**Temporary Contract**

St Francis' School is seeking applications for a suitably qualified and committed Educational Assistant commencing late March, 2025.

St Francis' School is a Catholic Co-educational Curriculum and Re-engagement in Education (CARE) School that caters for the needs of students and provides a caring and safe school environment for students who may find mainstream school situations difficult.

The primary role of the Educational Assistant (EA) is to support students in the learning environment to access the curriculum at St Francis' School.

**Position Objectives**

- To assist students with challenges in learning, physical, social, emotional and/or personal management.
- To support teachers with students who require teaching and learning assistance/adjustments in the classroom environment.
- To implement a student's Individual Education Plan (IEP) in a team situation with sound communication and displaying professional behaviors.

**Key Responsibilities and Duties**

Under general guidance, the EA can be expected to perform tasks within the following range:

- Confidently work with individual students or small groups of students under teacher direction
- Assist with preparing and maintaining the learning environment as required under teacher direction in delivering planned teaching and learning programs, including Individual Education Plans.
- Individual student support to access their curriculum (through modifications, differentiation, 1:1 support and scaffolding of tasks and assessments)
- Use a variety of modification and adjustment strategies to support students to access class activities
- Use a variety of strategies to support positive behavioural change in the students
- Assist students with administering medication where necessary
- Assist in the care, monitoring, and supervision of out-of-class activities, which may include before and after school, recess and lunch time periods, sport and excursions
- Assist in the preparation, organization, safety and cleanliness of the classroom environment
- To assist teachers with administrative tasks such as data entry and preparing classroom resources which facilitate adjustment strategies for individual students
- To complete administrative tasks to assist the Finance and Administration Coordinator

- Attend meetings and/or professional development as required by the Principal or Campus Coordinator
- Administration duties if required by the Principal or Campus Coordinator

The EA may be assigned to classes for 1:1 and small group support (program written by teacher) and may be required to make notes and take data for teacher feedback.

Each EA is considered an integral part of the team at the school for delivering adjusted instruction for all students.

### **Selection Criteria**

- St Francis' School requires Educational Assistants to be fully qualified
- To work collaboratively with the teachers, Campus Coordinator and Principal
- To use initiative and work independently and demonstrate a high level of collaboration skills for a team environment.
- The ability to work within and foster an inclusive school environment following the Schools' Principles
- Demonstrate a high level of information technology skills.
- To be energetic and flexible.

The successful applicant shall have proven ability to develop strong professional relationships with students and staff, have the ability to remain calm and efficient under pressure, have a warm and friendly disposition, excellent interpersonal skills and be able to assist students both individually and in small groups.

Preferred applicants must actively support the Catholic ethos of the school. All staff are expected to work within a team environment and to be involved in the full life of St Francis' School.

### **Essential:**

- › Current Driver's License
- › All employees of the school must abide by the St Francis' Staff Code of Conduct and the Catholic Education Western Australia Code of Ethical Conduct.
- › A current National Police History Check must also be obtained. The appropriate Criminal History Record Check form is available from the Department of Education and Training website: [www.det.wa.edu.au](http://www.det.wa.edu.au).
- › A current Working with Children Check - Application forms are available at certain Australia Post Outlets throughout the State. More details can be found at this link <https://workingwithchildren.wa.gov.au/>
- › CEWA Check of Employability Status – this will be conducted by the school

### **Requirements:**

Applicants must submit a covering letter outlining the reasons for your experience, qualifications and interest in the position, a completed St Francis' Application Form along with any other relevant documentation. This should be addressed to the Principal, including the names and contact details of three referees.

Email applications to [sara.jennings@cewa.edu.au](mailto:sara.jennings@cewa.edu.au) no later than **4:00pm Tuesday 4 March 2025**.

All enquiries should be directed to. Mrs. Sara Jennings (Principal), on: (08) 9262 4422 or email [sara.jennings@cewa.edu.au](mailto:sara.jennings@cewa.edu.au)