

Job Description



Hunter Valley
Grammar School

Position Title: Educational Assistant – Junior School

Reports to: Head of Student Services – K-6

Award/Agreement: Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

Classification: School Assistant, Level 3

Date Last Reviewed: 13 May 2024

Position Summary

The Educational Assistant – Junior School (EAJS) plays a crucial role in supporting HVGS Junior School students and staff by supporting them to provide individual, small group and in-class support. The EAJS has a passion for helping students be the best they can be and help create an environment where students are able to flourish.

Key Responsibilities

- Provide small-group interventions in literacy and numeracy.
- Assist individual children to develop social, emotional, or behavioural skills as needed.
- Develop and locate teaching resources to support teachers of students with diverse needs.
- Support teachers in the delivery of educational programs, specifically as it relates to student's individual needs.
- Undertake administrative duties including student progress reports, record keeping, printing, copying and filing.
- Attend co-curricular activities in a supervisory role at the request of the Head of Junior School.
- Provide direct supervision to small groups of students during different times throughout the school day.
- Assist teachers to maintain an effective and vibrant learning environment.
- Support and assist students in both academic and non-academic activities during program hours.
- Complete observations of students as required.
- Set up and operate equipment used in class when relevant to adjustments and modifications.
- Support the Junior School Office with delivering messages to teachers and students, helping collect students as required.

Core Expectations

- Maintain strict confidentiality with respect to the School's business.
- Display a strong commitment to the strategic direction of the School.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders; particularly during times of organisational disruption.
- Be able to work as part of a team and autonomously.
- Be an active problem solver and provider of solutions.

Selection Criteria

- High level of literacy and numeracy skills with a high level of attention to detail, organisation, and time management.
- High level of written, verbal, and interpersonal communication skills along with excellent computer literacy skills (Microsoft Office, Excel, Adobe Suite).
- Ability to engage with students of all ages compassionately and empathetically while maintaining appropriate professional boundaries.
- A high level of integrity, patience, discretion, and confidentiality.
- Ability to:
 - Work autonomously, using initiative and without direct supervision support.
 - Prioritise, work under pressure and to deadlines.
 - Build rapport quickly and maintain trust.
 - Contribute openly and with confidence with other team members in a respectful and sensitive manner.
 - Recognise internal and external feedback as an opportunity for growth.
 - Be flexible and adapt quickly in a dynamic environment.
 - Pick up new systems quickly.

Qualifications

- Certificate III or IV in Educational Support or equivalent (highly desirable).
- Experience or qualifications in Special Education, Inclusion or Learning Support (desirable)
- Current CPR/First Aid Certificate or equivalent (desirable).
- Current Working with Children Check employment clearance (essential).
- 2 year's experience in a similar role (advantageous).