

St Mary's Primary School , Armidale

Position Description

[Click here to apply. Applications close 10 April 2024](#)

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2023
Stream	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$34.74 - \$40.36 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	St Mary's Primary School , Armidale
Employment type	Part time
Employment status	40 hours per fortnight

About St Mary's Catholic Primary School, Armidale

St Mary's Catholic Primary School was founded in 1848 by the lay community. The school's story and traditions have been shaped by the Ursuline sisters, the Patrician brothers and the De La Salle brothers and is the oldest school in the Armidale Diocese. The staff, students and parents of St Mary's form a close knit educational community. The school is two streams from K-6 and has 319 students.

St Mary's is located in the Cathedral precinct of Armidale adjacent to the CBD. The Cathedral, Bishop's House, Catholic Chancery, Parish Hall, Ursuline Convent, Centacare, Catholic Schools Office and Armidale Diocesan Investment Group are all located in the same block.

Armidale is an attractive and graceful city of tree-lined streets where the academic world of the University of New England mingles with a major rural service centre at the heart of rich, old world pastoralism. It is the major centre of the Northern Tablelands and the major city in the New England area of northern New South Wales. The city has four distinct seasons and it becomes like New England in the USA when in autumn the introduced birch, ash and poplar set the district ablaze with reds, golds and browns.

Armidale is located on the New England Highway 475 km north of Sydney and 460 km south-west of Brisbane. It stands 980 metres above sea level and is home to the highest commercial airport in Australia. Armidale was named by G.J. Macdonald, the Commissioner of Crown Lands, who decided to name the area around the town after the Macdonald's estate of 'Armadale' on the Isle of Skye.

For further information on the school, please visit <http://www.stmarysarmidale.catholic.edu.au/>

Position Purpose

The primary role of the Education Assistant is to support the classroom teacher in achieving the best possible education outcomes for the students demonstrating strong support for the vision and ministry of the Catholic school.

A secondary role is to assist in other ways not directly in support of those students, but which assist the class teacher in facilitating the integration process overall, e.g. supervise regular class students while the teacher works with a small group in the classroom.

Commencement

The commencement date for this position will be negotiated with the successful applicant, concluding on the 20 December 2024.

Key Responsibilities

Duties related to the position include but are not limited to the following:

- Be aware of the student's additional needs and develop a positive rapport with the child.
- Help to facilitate the student's participation in educational activities of the classroom.
- Meet regularly with the class teacher to assist in monitoring personalised student goals.
- Assist during excursions, camps, school outings, etc. if needed.
- Implement programs requiring scribe, note taking, speech support and various activities to meet the needs of the child as determined by the Support Group.
- Assist the student to use technology for written activities.
- Undergo training to perform duties which may include occupational health and training procedures, as well as professional development on classroom support strategies, and first aid.
- Prepare resources as required.
- Respect confidentiality in all matters concerning the students.
- Provide assistance where necessary to the student in classrooms, playground, toilet, according to the students' requirements.
- Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

St Mary's Catholic Primary School, Armidale reserves the right to alter roles, responsibilities and requirements as required.

General expectations of staff at St Mary's Catholic Primary School, Armidale

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Selection criteria

Essential criteria

- A qualification appropriate to Learning Support, or presently completing relevant qualification.
- Demonstrate a high standard of competency and proficiency in working with children.
- Possess effective interpersonal skills and the ability to work collaboratively as a team member of the school community.
- Demonstrated ability to work unsupervised, and display appropriate initiative, and be motivated
- A commitment to the philosophies of the school and children with special needs.
- Readiness to be involved in EA Group Meetings.
- Respect confidentiality in all matters concerning the student and school.

Desirable criteria

- Previous experience in an educational setting as a learning support person.
- Previous experience in Minilit

Application

For questions regarding the professional nature of this position, please contact Belinda Burton, Principal on (02) 6772 4441 or email bburton@arm.catholic.edu.au.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.