

## COLLEGE OVERVIEW

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

It is critical to the College that our Christian beliefs are lived and modelled by our staff. Therefore we seek to employ staff whose lives are a genuine reflection of their Christian faith.

Emmaus Christian College is one school, two campuses. The South Plympton Campus (F-12) operates as three sub schools: Junior School, Middle School and Senior School. The Brooklyn Park Campus is a dedicated Junior School (ELC-Year 6). The ELC operates as part of Junior School.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

## SUBMITTING YOUR APPLICATION

**Position Title: School Assistant – Learning Support (2 part-time roles)**

**Closing Date: Monday 7<sup>th</sup> December 2020 at 9am**

Applicants should provide:

- A written application that addresses the Key Responsibilities and Education, Experience & Skills in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A completed Emmaus Christian College “Application for Non-Teaching Position Form” (This form can be downloaded from our website [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) under Staff/Positions Vacant)
- Applications can be emailed to [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au) or posted to:

Mrs Heather Headland  
PA to Principal  
Emmaus Christian College  
Lynton Avenue  
SOUTH PLYMPTON SA 5038

## CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au)

## POSITION DESCRIPTION

- TITLE:** School Assistant – Learning Support  
*(2 part-time roles at our Brooklyn Park campus)*
- REPORTS TO:** Head of Junior School
- CLASSIFICATION:** School Assistants (NGS) Award Grade 1 Level 1
- NATURE OF EMPLOYMENT:** Ongoing part-time  
*(19 hours over 5 mornings for 40 week per year)*
- NORMAL HOURS OF WORK:** To be negotiated

### PURPOSE OF ROLE:

The School Assistant – Learning Support position provides additional educational support for students individually and in small groups across all Junior School year levels.

### KEY RESPONSIBILITIES:

#### Student support:

##### Junior School:

- Classroom support with Literacy / Numeracy
- Carry out Running Records
- Support individual students/small groups under teacher direction
- Motivating and encouraging as required
- Providing feedback to the teacher about the student's progress and response to tasks

### OTHER RESPONSIBILITIES:

#### Promoting student self esteem by:

- establishing a supportive relationship with students
- being aware of the student's educational, physical, social and emotional needs and meeting these needs whilst promoting independence
- encouraging acceptance and inclusion of all students by their peers and the school as a whole

#### Administration:

- keep occasional notes of progress made in order to facilitate differentiation and planning
- adapt resources as necessary
- contribute to review meetings as appropriate
- where appropriate ensure relief staff are aware of the needs of the student
- other duties as may be required by the College Principal
- implement recommendations by professional agencies and specialists

### EDUCATION, EXPERIENCE AND SKILLS

- Ability to undertake a variety of tasks within a restricted time frame
- Well-developed interpersonal skills and a demonstrated ability to work in a team environment
- Demonstrated ability to adapt to new systems, processes and environments
- A current satisfactory Working with Children Screening

### PERSONAL ATTRIBUTES

- Be a committed Christian with a strong passion for Biblically based Christian education
- Hard working and conscientious
- Ability to work confidentially, with tact and discretion.
- Be organised in approach to work and pay particular attention to detail
- Ability to work under pressure and meet deadlines
- Calm, pleasant personality
-