



Atlantis Beach Baptist College

Early Childhood Education Assistant

Atlantis Beach Baptist College Primary Education Assistants will be suitably trained and qualified to fully support teachers in the implementation of learning programs for early childhood or primary students. An Education Assistant is to be an active, practicing Christian and have the desire and ability to build and nurture school/family partnerships and support the community of Atlantis Beach Baptist College.

Successful applicants will have excellent interpersonal and professional qualities, including compassion, initiative, the ability to operate effectively within a team situation and to be capable of working under limited supervision. Educational outcomes are determined by the teacher, with an Education Assistant performing tasks which require discretion in problem solving, decision making and, where appropriate, choosing methods and processes to achieve outcomes.

Positions available

Early Childhood Education Assistant (1.0FTE) – Pre Kindergarten to Pre Primary

Early Childhood Education Assistant (1.0FTE) – Year 1/2

Successful applicants will commence their duties on 18th July 2016. All positions are subject to performance appraisal within the first year.

Duties and Responsibilities of the Primary Education Assistant

1. General

- 1.1. Lead small group work in Language, Mathematics and other learning areas to provide the agreed educational outcome by the class teacher.
- 1.2. Listen to one-on-one reading by students.
- 1.3. Assist in specialist literacy and numeracy programs such as RACE/ROC reading.
- 1.4. Read stories to small groups of the whole class.
- 1.5. Provide assistance to students who are experiencing difficulties in an area of learning or social interaction.
- 1.6. Under direct supervision, assist in the implementation of remedial and therapy programs.
- 1.7. Design and conduct small group art/craft activities in unsupervised locations.
- 1.8. Prepare class sets of materials, laminating, photocopying and class displays.
- 1.9. Assist the teacher to identify educational and social needs of students.
- 1.10. Make arrangements and bookings for excursions under the direction of the teacher.
- 1.11. Maintain equipment, materials and resources for use in classes, displays and demonstrations.
- 1.12. Assist the teachers with clean and safe storage of items after classes and activities.
- 1.13. Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- 1.14. Set up equipment for, and guide children through, the Perceptual Movement Program (Early Childhood).
- 1.15. Assist with the arrival and departure of children.
- 1.16. Assist with record keeping.
- 1.17. Assist with computer activities.
- 1.18. Assist with programming of learning experiences.
- 1.19. Maintain stock levels and requirements.
- 1.20. Purchase items for class under teacher instruction.
- 1.21. Administer basic First Aid.
- 1.22. Assist with toileting and where necessary, disposing of soiled linen and cleaning soiled areas.
- 1.23. Assist with cross-age activities where appropriate.
- 1.24. Other duties as requested by the Classroom teacher or the Coordinator of Primary.

2. Involvement in College life

- 1.1. Attend all Staff Meeting Devotions and on occasion Staff Meetings as instructed by Coordinator of Primary.
- 1.2. Attend and undertake duties related to the Annual Presentation functions of the Primary School.
- 1.3. Attend and undertake duties related to other College functions as requested by the Coordinator of Primary.

3. Essential qualifications

Certificate III in Children's Services 'Education Assistant' or other relevant qualifications.

4. Desirable qualifications

Current Senior First Aid Certificate

