



# *Atlantis Beach Baptist College*

## **Secondary Education Assistant, Special Needs (1.0FTE)**

Atlantis Beach Baptist College seeks to employ a Christian Secondary Special Needs Education Assistant, suitably trained and qualified to fully support teachers in the implementation of learning programs for secondary 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**

Secondary Education Assistant, Special Needs (1.0FTE)

Successful applicants will commence their duties on Monday 25 January 2021. All positions are subject to performance appraisal within the first year.

### **Duties and Responsibilities of the Secondary Education Assistant, Special Needs**

**General** Lead small group work in Language, Mathematics and other learning areas to provide the agreed educational outcome by the teacher.

2. Assist in specialist literacy and numeracy programs.
3. Provide assistance to students who are experiencing difficulties in an area of learning or social interaction.
4. Under direct supervision, assist in the implementation of remedial and therapy programs.
5. Prepare class sets of materials, laminating, photocopying and class displays.
6. Assist the teacher to identify educational and social needs of students.
7. Make arrangements and bookings for excursions under the direction of the teacher.
8. Maintain equipment, materials and resources for use in classes, displays and demonstrations.
9. Assist the teachers with clean and safe storage of items after classes and activities.
10. Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
11. Assist with the arrival and departure of children.
12. Assist with record keeping.
13. Assist with computer activities.
14. Assist with programming of learning experiences.
15. Administer First Aid.
16. Assist with cross-age activities where appropriate.
17. Other duties as requested by the Classroom teacher or the Secondary Coordinator.

**Involvement in College Life**

1. Attend all Staff Meeting Devotions and on occasion Staff Meetings as instructed by the Coordinator of Secondary.
2. Attend and undertake duties related to the Annual Presentation functions of the Secondary School.
3. Attend and undertake duties related to other College functions as requested by the Coordinator of Secondary.

**Essential qualifications**

Certificate III or IV in Children's Services Education Assistant, Special Needs or other relevant qualifications.

**Desirable qualifications**

Current First Aid Certificate