POSITION DESCRIPTION

Est. 2003

PART OF AngliSchools

Position Title	Education Assistant (Qualified)
Tenure	Permanent | Full-Time | Part-Time
Department	Primary School | Secondary School
Reports To	Head of Primary School | Head of Learner Access and Early Intervention
EBA	AngliSchools WA Support Staff Enterprise Agreement [2026] FWCA 927
Classification	Qualified Education Assistant Step 1 to Step 6
Date Last Reviewed	November 2026

POSITION PURPOSE

The Education Assistant plays an important role in supporting the delivery of high-quality teaching and learning programs at Georgiana Molloy Anglican School. Working collaboratively with teaching staff, the Education Assistant provides classroom, administrative and individualised student support to enhance student engagement, learning outcomes and overall wellbeing.

The position contributes to a positive, inclusive and supportive learning environment by assisting students with diverse learning needs, encouraging independence and reinforcing positive behaviours. Through effective collaboration, initiative and a commitment to the School's values and educational philosophy, the Education Assistant supports the academic, social and emotional development of students.

KEY ACCOUNTABILITIES

Teaching and Learning Support

- Assist teaching staff in the delivery of high-quality teaching and learning programs aligned with the School's curriculum and educational objectives.
- Provide individual and small-group learning support under the direction and guidance of the classroom teacher, reinforcing learning concepts and assisting students to complete assigned tasks.
- Prepare, organise and maintain teaching resources, learning materials, equipment and digital tools to support classroom programs and activities.
- Assist with the delivery of practical activities, demonstrations, educational games and recreational programs that promote student learning and development.
- Support students in developing effective learning habits, independence, confidence and positive attitudes towards learning.
- Reinforce classroom expectations and promote positive student behaviour in accordance with the School-Wide Positive Behaviour Approach.

Student Support and Wellbeing

- Provide appropriate assistance to students with varying learning abilities, developmental needs and social or emotional requirements, under the direction of teaching staff.

- Foster a safe, inclusive and supportive learning environment that encourages student participation, engagement and positive relationships.
- Assist students in developing social skills, resilience, independence and appropriate interactions with peers and staff.
- Observe and communicate relevant information regarding student learning, progress, behaviour and wellbeing to the classroom teacher or appropriate staff.
- Supervise students in classrooms, playgrounds, excursions, sporting activities and other School programs as required.
- Support students in the safe and appropriate use of classroom equipment, learning resources and materials.

Organisation and Preparation
- Assist teaching staff with the preparation and organisation of lessons, classroom activities, displays, teaching aids and practical demonstrations.
- Prepare, distribute and maintain classroom materials, equipment and resources to ensure teaching and learning activities operate effectively.
- Assist with the organisation and supervision of educational activities, excursions, special events and School programs as directed.
- Maintain an organised, welcoming and functional classroom environment that supports student learning and engagement.
- Assist with setting up and packing away equipment, materials and resources before and after lessons and activities.

Administration and Record Keeping
- Provide general administrative assistance to teaching staff, including photocopying, preparing learning materials, organising documentation and checking classroom resources.
- Assist with maintaining student learning records, observations and other relevant documentation as directed by the classroom teacher.
- Support the administration and supervision of classroom assessments, testing and learning activities as required.
- Ensure student information and records are handled appropriately and in accordance with the School's confidentiality and privacy requirements.

Manage Self and Professional Skills
- Comply with the GMAS Staff Code of Conduct.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.

Other Duties
- Supervision of students during yard duty.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality in relation to School, staff and student matters.
- Demonstrate overt support for the School Values, Vision for Learning and Anglican ethos.
- Maintain a strong commitment to child safety and student wellbeing.
- Demonstrate professional, ethical and respectful conduct at all times.
- Foster a culture of collaboration, accountability, continuous improvement and sharing of professional knowledge.
- Develop and maintain positive and productive working relationships with students, colleagues, families and other stakeholders.
- Demonstrate a strong commitment to responsive, professional and respectful service to students, families, colleagues and the wider School community.
- Attend and contribute to relevant School meetings, professional learning and School activities as required.

- Participate in the School's staff appraisal and professional growth processes.

POSITION DIMENSIONS

Significant Work Relationships

Internal

- Principal
- Senior Leadership Team
- Head of Primary School
- Head of Learner Access and Early Intervention
- Primary Leadership Team
- Teaching staff
- Support Staff
- Students

External

- Parents and Caregivers
- Visiting education professionals external support specialists
- Exterbak service providers, where relevant
- Members of the wider School community

SELECTION CRITERIA

Selection Criteria (to be addressed within the candidate's application for employment)

1. Certificate IV in School Based Education Support (or equivalent relevant qualification), with demonstrated experience supporting students in an educational environment.
2. Sound knowledge and understanding of the Western Australian Curriculum, with the ability to support the delivery of engaging and inclusive teaching and learning programs under the direction of teaching staff.
3. Demonstrated ability to support students with diverse learning abilities, developmental needs and social and emotional requirements, fostering independence, confidence and positive learning outcomes.
4. Well-developed interpersonal and communication skills, with the ability to establish positive and professional working relationships with students, teaching staff, colleagues and the wider School community.
5. Strong organisational and time management skills, with the ability to demonstrate initiative, flexibility and adaptability while effectively supporting classroom activities and competing priorities.
6. Demonstrated commitment to student wellbeing, child safety and positive behaviour management, with an understanding of professional boundaries, confidentiality and the importance of maintaining a safe, inclusive and supportive learning environment.

ELIGIBILITY AND TRAINING REQUIREMENTS

All mandatory background checks are completed prior to appointment, including a Working with Children Check (WWCC) and National Criminal History Check (NCHC). An offer of employment will be made to an applicant subject to the successful completion of all screening processes.

INHERENT PHYSICAL REQUIREMENTS

The successful applicant must be able to undertake the inherent physical requirements of the position, with reasonable adjustments where appropriate, including:

- Standing and Walking: Ability to stand and walk for extended periods, including moving between classrooms, supervising students during yard duty and participating in School activities and excursions.

- Sitting, Bending and Kneeling: Ability to sit, bend, kneel, crouch and work at varying heights to assist students with classroom activities and learning tasks.
- Lifting and Carrying: Ability to safely lift, carry and move classroom resources, learning materials and equipment in accordance with safe manual handling practices.
- Physical Mobility: Ability to move safely and efficiently throughout the School environment, including classrooms, playgrounds, stairs and outdoor areas.
- Manual Dexterity: Ability to perform tasks requiring fine motor skills, including preparing teaching resources, handling classroom equipment and assisting students with practical activities.
- Student Supervision and Response: Ability to actively supervise students, respond promptly to incidents or emergencies and undertake reasonable physical activities associated with student safety and wellbeing.

Reasonable adjustments will be considered where appropriate to enable an employee to perform the inherent requirements of the position, provided the adjustments do not compromise student safety, duty of care or the essential requirements of the role.

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child-safe environment. Our School actively promotes the safety and wellbeing of all students, and all School staff are expected to be committed to protecting students from abuse or harm in the School environment, in accordance with their legal obligations, our Child Protection Policies and Staff Code of Conduct.

A valid Working with Children Card and Nationally Coordinated Criminal History Check are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican School, and applicants are expected to demonstrate empathy with and support for the School's Anglican ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal	Mr Brad Evans Name	Signature	Date
Education Assistant (Qualified)	Name	Signature	Date