

# POSITIONS VACANT



## HERITAGE COLLEGE

### EDUCATION ASSISTANT POSITIONS

Heritage College Perth is a Kindy-12 College located in the beautiful, tree-lined foothills of Perth in Forrestfield. We have developed a strong student culture and a safe, supportive learning environment. Our students are recognised for their strong academic achievements and enjoy a close-knit and bible-based caring school community.

We are seeking to create a pool of experienced, inspirational, and innovative Education Assistants who will be willing to divide their time between Early Childhood and Primary, as well as Secondary sectors, or concentrate on just one area. As the Education Assistant, you will, under teacher direction and guidance, assist in the implementation of specialised education programs. You will ideally possess the knowledge and experience of working with students with a range of disabilities and learning difficulties and the ability to support student growth, both academically and socially, within the classroom setting. You should be committed to enhancing students' learning opportunities through ongoing reflective classroom practice as well as plan and engage in professional learning opportunities which includes collaboration with colleagues. You will ideally also contribute to, and maintain, a team environment.

To be suitable for this role, you must be able to demonstrate the following Work Related Requirements (the selection criteria):

- good organisational skills that will assist in the delivery and development of effective education programs to students and subsequent feedback to teaching staff
- good interpersonal skills, including the ability to work as part of a team in the implementation of educational programs
- good written and oral communication skills, including the ability to interact with students with special needs, parents and teaching professionals on the provision of educational programs, and to assist teachers in understanding students where necessary.
- an innovative and proactive attitude to exploring varying learning styles and techniques
- a positive and can-do attitude with a willingness to assist in any class, excursion, incursion or event as the need arises for the benefit of the students and the College
- an ability to assist with the general health and well-being of students

The successful candidate must possess:

- suitable qualifications and experience in an Education Assistant role (i.e. Certificate III or IV in Education Support, Certificate III in Children's Services)
- a current Working With Children Card and a National Police Clearance Check

Your application should include:

- A three (3) page statement addressing the Work Related Requirements (the selection criteria outlined above), in the context of the role and business needs of the school
- A CV, no more than two (2) pages, outlining your employment history and professional learning summary relevant to this position
- The contact details for two (2) work related referees who can attest to the claims made in your written application, preferably one being your current line manager

This selection process will initially be used to fill the above vacancies. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

All our staff model the characteristics Heritage College is seeking to develop in our students: a God-focused perspective, exhibiting honesty, integrity, a care for others, demonstrating reliability and promoting professionalism. This is seen in our Values: Honour God and follow Christ, Strive for Excellence, Care, Support & Nurture, and be Honest, Faithful and True.

If you are interested in joining our team, please email Andrew Symington (Principal), at [principalehpc.wa.edu.au](mailto:principalehpc.wa.edu.au), with your covering letter and CV, outlining your fulfilment of the abovementioned criteria.

*Heritage College Perth is committed to positively safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff, volunteers and visitors to share this commitment to Godly values.*

**APPLICATIONS CLOSE 4.30PM SUNDAY, 6 OCTOBER 2024**