



## POSITION DESCRIPTION EDUCATION ASSISTANT (SECONDARY)

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KINGSWAY  
CHRISTIAN COLLEGE

## POSITION DESCRIPTION EDUCATION ASSISTANT (SECONDARY)

### Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

### Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

### Section 3. The Position

#### Title

Education Assistant

#### Section/Department/Learning Area

Secondary Learning Support

#### Tenure & Workload

2 Permanent full-time (1.0FTE) positions commencing Term 2, 2025. Appointment subject to the satisfactory completion of a six (6) month probationary period, to a standard acceptable to the College.

### Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

### Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

Secondary EAs report to the Learning Support Coordinator.

## Section 6. Responsibilities and Duties

### Overview

The role of the Education Assistant at Kingsway Christian College is to provide support to the classroom teacher, support students educationally, physically and emotionally and support the teacher and students with supervision.

### Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

### Role of the Education Assistant

#### Specific Duties

Under the day to day supervision and direction of the Secondary Learning Support Coordinator, or delegate, you will support the classroom teacher in the following, and other duties, as required:

#### The Education Assistant

- Follow a weekly timetable as set by the Secondary Learning Support Coordinator.
- Attend team and staff meetings as required.
- Work under the direction of the class teacher in assigned classes.
- Report relevant information to the class teacher concerning students in your care.
- Attend whole school events as required.
- Assists the teacher in the running of the assigned classroom.
- Support any decisions made by the teacher, administration staff or Board.
- Treat each child fairly.
- Refer any questions regarding the child to the teacher.
- Accept that the teacher is the person who should discuss any information regarding a child to a parent.
- Refer information, received from a parent concerning a child, to the teacher as soon as possible.

#### Workplace Health and Safety

- Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College WHS policies and procedures.

#### Other Duties

- Prepare effective learning activities and aids, as required.
- Input or extract data from the College data base system, as required.
- Apply First Aid to students, as required.
- Other duties as required.

## Section 7. Selection Criteria

### Pre-requisite

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

### Essential

1. Hold as a minimum an Australian Certificate III Education Support qualification from a recognized education institution.
2. Demonstrate a commitment to personal growth, education and welfare of students.
3. Have knowledge, skills and ability to work as a responsible Education Assistant in a secondary school environment.
4. Ability to work as part of a team; demonstrate ability to act with initiative within guidelines; be flexible and adaptable; and have ability to accept direction and supervision.
5. Sound verbal and written communication skills, and ability to relate to students, parents and peers.
6. Demonstrated ability to assist and support the classroom teacher with preparation or enhancement of learning materials and associated activities.
7. Sound computer literacy skills.
8. Be an innovative and resourceful Education Assistant.
9. Have a range of professional strengths, abilities and interests.

### Desirable

1. Prior successful experience as an Education Assistant in a Secondary School environment.
2. Have an understanding of Christian Education.

## Section 8. Application

### Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au) .

**Applications Close: 12 noon, Thursday 27 March 2025**

**Peter Burton**  
**Principal**  
**March 2025**