



St Mary's
ANGLICAN GIRLS' SCHOOL

EDUCATION ASSISTANT-JUNIOR SCHOOL

POSITION DETAILS

Employment Conditions	Fixed term, Part-time (0.5 FTE) for 2026 School Year In accordance with the Educational Services (Schools) General Staff Award
Reports to	Head of Junior School
Last Revised	October 2025



OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: Courage ♦ Respect ♦ Aspiration ♦ Compassion ♦ Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The Education Assistant supports the teaching and learning of students in the classroom. The Education Assistant assists the teacher in providing a rich and engaging learning environment by encouraging the participation of students in the social and academic processes of the school, enabling students to become more independent learners, and help to raise the academic achievement of students.

RESPONSIBILITIES

STUDENT SUPPORT

- ♦ Support students' learning activities.
- ♦ Encourage the development of student learning, self-esteem and independence.
- ♦ Facilitate positive interactions among all students.
- ♦ Motivate students and encourage student participation.

TEACHER SUPPORT

- ♦ Support the teacher in the creating of educational resources.
- ♦ Manage the learning environment on a day-to-day basis.
- ♦ Work collaboratively with all staff.
- ♦ Provide feedback on student progress to assist the teacher in maintaining records.
- ♦ Contribute to the management of student behaviour.



OTHER DUTIES

- ◆ Participate in cocurricular activities that may be associated with the role.
- ◆ Engage in professional reading and development as part of an expectation of continual professional learning.
- ◆ Abide by the staff Code of Conduct and other School policies.
- ◆ Other duties as may be required.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION

Essential:

- ◆ A relevant Certificate or Diploma such as a Certificate III in Children's Services (Teacher Assistant).

EXPERIENCE AND SKILLS

Essential:

- ◆ Previous experience as an Education Assistant in a Junior School setting.
- ◆ Demonstrated understanding of the development needs of children.
- ◆ Excellent organisational and time management skills.
- ◆ Ability to work collaboratively as part of a team.
- ◆ Ability to successfully manage a number of diverse tasks in a busy school environment.
- ◆ Maintain a high level of resilience and emotional agility.
- ◆ With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- ◆ Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Desirable:

- ◆ Previous experience as an Education Assistant working with children with a specific learning disability.

ATTRIBUTES

Essential:

- ◆ Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- ◆ Ability to work both independently and collaboratively as part of a team.
- ◆ Ability to work under pressure in a calm and methodical manner.



- ◆ Well-developed communication and interpersonal skills.
- ◆ Ability to use initiative.
- ◆ Good sense of humour with a positive outlook.

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' 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 and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.