



St Mary's
ANGLICAN GIRLS' SCHOOL

EDUCATION ASSISTANT - CASUAL

POSITION DETAILS

Employment Conditions

Casual (part time hours across 3 to 4 days per week during term time)

In accordance with the Educational Services (Schools) General Staff

Award

Reports to

Head of Junior School

Last Revised

March 2026



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 role provides dedicated support to assist a particular student, who is generally independent and self-sufficient in the classroom. It focuses on supporting the student's safety, wellbeing, and active engagement through close monitoring and individualised assistance under the direction of teaching staff.

RESPONSIBILITIES

STUDENT SUPPORT

- ◆ Provide consistent observation and monitoring to:
 - Identify when a seizure episode is occurring, and
 - Take protective actions as necessary
- ◆ Provide timely support during any seizure activity, ensuring safety across self-care routines, eating times, and all classroom activities.
- ◆ Assist the student to engage in activities that develop fine motor skills, including writing, cutting and classroom tasks.
- ◆ Work under direct guidance and supervision of the teacher, encouraging independence while providing assistance.



CLASSROOM SUPPORT

- ◆ Manage the student's learning environment on a day-to-day basis to enable the student to participate in classroom activities.
- ◆ Work collaboratively with all staff.

OTHER DUTIES

- ◆ 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.
- ◆ 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.

ATTRIBUTES

Essential:

- ◆ Excellent communication skills, with the ability to communicate positively and professionally.
- ◆ Handles sensitive and confidential information with discretion.
- ◆ Works collaboratively as part of a team.
- ◆ Demonstrates warmth, approachability, and 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.