

Wyndham Community and Education Centre Inc

Job Description

Job Description

Education Support Assistant

Incumbent:	
Classification:	Education Services (schools) General Award 2020 Education Support Worker
Reports to:	Well-being team/ Principal
Duration:	

School Background

Julia Gillard Community College is a registered Special Assistance School (SAS) governed by the Board of Wyndham Community and Education Centre (Wyndham CEC). Registered in late-December 2023, and opening its doors in January 2024, Julia Gillard Community College (JGCC) became an Independent School after 18 years as a Non-School Senior Secondary School Provider (NSSSP).

Wyndham CEC is the proprietor of the School. Wyndham CEC is an Incorporated Association and a registered charity under the ACNC with its head office in Werribee. The organisation currently provides services to the communities of Wyndham, western Melbourne, Geelong and Ararat. It is one of Victoria's largest Adult & Community Education providers and a leader in supporting people and communities to make positive changes for their futures. In addition to its education programs, the organisation offers a range of quality community, settlement and employment programs to the local community. It has operated in the community since 1974.

About the Role:

JGCC aims to reconnect young people with education and training and empower them to build a positive future. Our classrooms are designed to support young people who have faced barriers to learning in the past.

JGCC delivers the VCE Vocational Major (VCEVM) and the Victorian Pathways Certificate (VPC) to year 11 and 12 students.

We are looking for a dedicated Education Support Assistant who is passionate about empowering young people. The Education Support Assistant contributes to the effectiveness of learning by assisting teachers with the day-to-day operation of the classroom. Working under the direction of a teacher and in collaboration with the wellbeing team, the Education Support Assistant provides support to a small group of students or to individual students, particularly students with learning needs, or educational barriers to strengthen their ability to achieve their learning outcomes.

The position also assists the classroom teacher with the monitoring and management of student behaviour as well as undertake logistical tasks to ensure the efficient operation of the classroom.

Wyndham Community and Education Centre Inc

Job Description

Duties:

- Under the direction the classroom teacher, prepare and maintain teaching and learning resources as required.
- Provide general administrative assistance including updating case notes and class programs, photocopying of teaching materials, compiling student records, assisting in organising off-site activities, ordering of appropriate equipment as required and completing class attendance records for each session.
- Provide information to the wellbeing team about student's personal, social, and emotional needs, while maintaining confidentiality and privacy.
- Maintain a supportive culture with students, safeguarding their health and safety.
- Create a caring, supportive, and stimulating environment that is conducive to student learning.
- Play an active role in contributing to an organisational culture of child safety by participating in practices that reduce the risk of child abuse by adhering to policies and processes for responding to and reporting suspected child abuse.

Selection Criteria

The applicant will demonstrate:

- Experience in providing effective support to students, including those with diverse learning needs, to enhance their educational outcomes
- Experience in assisting with classroom management and behaviour support strategies to maintain a positive and productive learning environment
- Excellent interpersonal and communication skills, including the ability to collaborate effectively with students, teachers, and other staff members
- A commitment to ongoing professional learning and the ability to apply new knowledge to support student well-being and educational progress
- Demonstrated knowledge and commitment to child safety and protection practices, including the ability to recognise and report any concerns in line with mandatory reporting obligations.

Benefits

Joining Julia Gillard Community College means becoming part of a community-minded organisation committed to teaching and learning excellence. The candidate will also enjoy access to salary packaging arrangements.

Conditions of Employment/ essential requirements

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work visa
- The appointment of the successful applicant will be made subject to satisfactory pre-employment conditions check including safety screening
- A probationary period may apply during the six months
- The applicant must have a working with children check
- Strong computer literacy/ knowledge of MS products
- Relevant qualifications in Education Support or similar
- Must have a valid Victorian Driver's licence

Our commitment to safety

Julia Gillard Community College is committed to the safety of its students and employees, taking a no-tolerance approach to violence within the workplace or abuse, including child abuse. The school promotes

Wyndham Community and Education Centre Inc

Job Description

the safety, wellbeing and inclusion of all students. All employees are required to comply with the Child Safe Standards.

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements and the philosophy of Julia Gillard Community College.

Have a good understanding of Health and Safety requirements and ensure that work practices reflect this. We have no tolerance for compromised worker safety. Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and students who may be affected by your acts or omissions in the workplace.

Wyndham CEC including JGCC has no tolerance of abuse or neglect of vulnerable people and are committed to actively contributing to a safe organization.

Wyndham CEC/ JGCC is committed to operating efficiently, ethically and remaining operationally and financially sustainable. As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, codes of conduct and regulatory guidelines.

As an employee, you are expected to comply with and support all applicable organisational codes, policies and procedures.

Wyndham Community and Education Centre Inc

Job Description
