CARNARVON CHRISTIAN SCHOOL

"Walk as Children of Light"

Education Assistants – EA and Special Needs (EASN)

Carnarvon Christian School (PS) is seeking to establish a pool of dedicated Education Assistants – EA and Special Needs (EASN) for appointments to permanent and fixed term, full-time and part-time vacancies which may arise during the 2025 school year and up to the end of Term 1, 2026. Appointments can be made from the pool at any time for commencements within the 2025 school year, up to the end of Term 1, 2026.

Are you passionate about working collaboratively to establish a quality school with a focus on the development of the 'whole child'?

Carnarvon Christian School (PS) is seeking to appoint a dedicated and enthusiastic Education Assistant to join their team in the Early Childhood Centre.

The successful applicant will ideally have excellent communication skills and interpersonal skills. We are seeking an education assistant with the ability to encourage students to support an inclusive play based learning environment. As an Education Assistant you will be responsible for assisting in the delivery of planned education programs, including managing small groups of students under the direction of the teacher that will help in the development of young minds and support the general health and wellbeing of students.

Our excellent reputation rests in our strong sense of partnership with the parents and community, the values we celebrate, our commitment to realising the potential of all students; and the provision of a balanced education that addresses the academic, social, emotional and physical aspects of our students' lives.

We are offering…

- A busy and vibrant workplace filled with passionate people who care about what they do.
- An evolving culture of continuous review and improvement.
- Support and opportunity to develop your skills as a valued member of our team.
- A child focussed learning environment.

We are looking for…

- First and foremost – you have to like the students and be passionate about their results.
- Friendly "team player" with a positive, can – do attitude.
- A proven track record of achieving good results with your students or transferable skills.
- People whose communication skills enable them to develop positive, friendly, productive relationships with students, parents and colleagues.
- A willingness to be flexible in an ever changing work environment.

This selection process will initially be used to fill the above vacancy. 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.

To be suitable for this role, you will need to demonstrate the following work related requirements (selection criteria):

- Sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Sound interpersonal skills including the ability to work as part of a team.
- Sound organisational skills that will assist in the delivery of effective educational programs to students.
- Ability to assist with the general health and well-being of students

Applications will be assessed against these work related requirements (selection criteria) of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

Further information about Carnarvon Christian School can be found by visiting

https://www.ccs.wa.edu.au

For further job related information:

Please contact Stella Jinman Principal, by telephoning (08) 9941 4533 or emailing office@ccs.wa.edu.au

Application Instructions

Send applications to the email above.

Your application should include: [red highlighted areas are optional]

- A maximum 5 page statement addressing the Work Related Requirements (selection criteria), in context of the role and business needs of the school
- A CV of up to 4 pages outlining your employment history and professional learning summary relevant to this position
- The contact details for two (2) work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

ELIGIBILITY

Employees will be required to:

- Provide evidence of eligibility to work in Australia for the term of the vacancy;
- Obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- Obtain or hold a current Working with Children Check.

Education Assistants working with Kindergarten students may be required to have, or be actively working towards, a Certificate lll in Education Support (or approved equivalent) in order to meet the educator-to-student ratio outlined in the National Quality Standard for Early Childhood Education and Care.

Approved equivalent qualifications are published by the Australian Children's Education and Care Quality Authority.

TRAINING

Employees will be required to:

- Complete the induction program within three months of commencement;

- Complete any training specific to this role required by Departmental policy;