



SETON CATHOLIC COLLEGE

every interaction matters

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Position Description Teaching Assistant – Education Support

Seton Catholic College is a Catholic co-educational school educating students in Years 7-12. Founded in 1990 following the amalgamation of De Vialar College and St Brendans' College we serve the local Fremantle and south-west suburbs community helping and supporting families to educate their child. Through the programs offered at the College we encourage the students to continually strive for excellence and exhibit Catholic Leadership in enabling students to demonstrate these important qualities in the relationships they will experience at school and beyond.

Seton Catholic College seeks to assist in the spiritual, academic, cultural, physical and emotional development of all students while acknowledging the primary role of the family as educator. As such, the College encourages its students to rigorously pursue excellence in all dimensions of their lives and to become leaders within their community through the active expression of their faith.

Position Description

Teaching Assistants in our Education Support Centre support the teaching and learning of students with additional needs. They assist teachers in delivering planned education programs and encourage a supportive and inclusive learning environment. They work under the direction of the Head of Education Support, with further direction provided by both teachers within the Centre and by general class teachers who have students with additional needs in their class.

The role requires Teaching Assistants to work in various settings within and outside the school to support the students in their learning. Examples include but are not limited to Workplace Learning, TAFE, Excursions and Camps.

Key Responsibilities

- Supporting individual students or groups of students with additional needs (physical, social emotional, sensory and/or cognitive)
- Assisting with the implementation of modified or existing curriculum programs (eg ASDAN, Preliminary Courses from SCSA), protective behaviour programs, community access, life skills or transport training as well as specific instructional programs such as Maclit, as directed by the classroom teacher or Head of Education Support.
- Supporting individual lesson plans tailored by teachers to the specific needs of students. These lessons/ activities will be supplied by either the Head of Education Support, a teacher of Education Support or classroom teacher.

- Assisting with or developing learning resources to complement the learning program for students as directed by Head of Education Support, ESU or classroom teachers.
- Assisting in working towards targeted goals of students as outlined in Individualised Plans (IP's)
- Assisting with discussion with parents and support staff about important matters in relation to student progress and input to the students IP or IEP.
- Providing feedback /supporting documentation on student progress.
- Collaborate with other support staff (eg College Psychologists) to support the intervention programs in place.
- Assistance at excursions, workplace learning and overnight camps.
- Supporting and working with the Head of Education Support and teaching staff in self-care and hygiene needs of students as required such as dressing, eating, drinking, personal hygiene and toileting.
- Developing positive relationships with all students, staff and work as part of a collaborative team.
- Complete other duties as requested and at the discretion of the Principal and Head of Education Support

Key Selection Criteria

The successful applicant will demonstrate:

- Commitment to the ethos and values of Catholic education
- Certificate IV Teacher Assistant (Special Needs) qualification
- Proven experience as a Teaching Assistant or relevant role preferred
- Working knowledge of current special education methodologies
- Experience working with children with a wide range of additional needs
- A patient, resourceful, and resilient manner
- Understanding of Individualised Plans and how they are developed
- Excellent interpersonal, written and oral communication skills
- Ability to work independently as well as part of a team and to foster positive relationships with students, staff and parents
- Willingness to embrace learning opportunities that enhance understanding of their work and the abilities of all students
- Willingness to work towards completion of CEWA's Accreditation to Work in a Catholic School
- Willingness to become an active member of the Seton Catholic College community with a strong commitment to promoting and supporting the varied aspects of College life
- Familiarity with the Child Safe Frameworks and also Work Health and Safety Principles
- A shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education System

Terms of Appointment

- Part-time 0.80 FTE (Four days per week)
- Fixed term position concluding 31 December 2024
- Reports to the Head of Learning Area

Applications

Please visit [Employment Vacancies \(seton.wa.edu.au\)](http://seton.wa.edu.au) to access and complete the online Application Form and to upload a

- Covering letter
- Current resume, including the names and contact details of at least three referees

If successful, the following documentation will be required:

- Working with Children Check
- Education Department issued Nationally Coordinated Criminal History Check

Disclaimer

It is not the intention of the position description to limit the scope of the position but to highlight the most important aspects. The aspects mentioned above may be altered in accordance with the changing requirements of the role.