

Education Assistant (Lead)

Schools

Position number	Generic
Agreement	Education Assistants' (Government) General Agreement 2023 or as replaced
Classification	Education Assistant (Auslan), Education Assistant (Braille), Education Assistant (Engagement Centre), Education Assistant (Lead) and Advanced Education Assistant (Special Needs)
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: education.wa.edu.au.

The Education Assistant (Lead) (EAL) assists teachers in delivering planned education programs. The EAL works under limited guidance and can be expected to participate within a team situation, offering advice and expertise in their relevant area.

Education outcomes are determined by the teacher, or other professional, with the EAL performing tasks which require discretion in problem solving, decision making, and choosing methods and processes to achieve outcomes. Performance of these tasks may require activities within or outside the school that result in supervision of students without the presence of a teacher. The EAL applies techniques, skills and knowledge of relevant principles and practices acquired through previous experience as an Education Assistant (Mainstream) and/or Education Assistant (Special Needs) and exercises appropriate discretion and confidentiality.

Key responsibilities

- Lead, mentor, coach and model good practice for other Education Assistants.
- Assist in planning and delivering the worksite induction and training of other Education Assistants.
- Assist in the performance management of Education Assistants including conducting classroom observation and providing feedback to the Manager Corporate Services and/or Principal and Education Assistants.

- Assist with arranging the roster for Education Assistants, including sourcing relief as required.
- Assist with facilitating the return to work of other Education Assistants.
- In consultation with teachers, parents/caregivers and School Psychologist or relevant professionals contributes to the design and implementation of behaviour management plans and other documented plans.
- Provide solutions and support to the teacher which promote positive student behaviour and achieve education outcomes in the classroom.
- Consult with other Education Assistants to develop strategies which address issues that assist teachers in providing care and educational programs for students.
- Coordinate, collect and report data at a whole of school level.
- Will when required perform the duties of an Education Assistant (Special Needs) Level 3 as outlined in the job description form, including schedule A.

Selection criteria

1. Demonstrated considerable knowledge and understanding of the delivery of education programs and/or behaviour management plans; and ability to identify problems and assist teachers and other Education Assistants in the development of strategies and solutions.
2. Demonstrated well developed oral communication and interpersonal skills and the ability to lead, mentor, coach, induct and train other Education Assistants and professional teams, including providing advice and evaluating education programs.
3. Demonstrated well developed written communication skills, including report writing, and the ability to coordinate, collect and present student data at a whole school community level in a meaningful way.
4. Demonstrated well developed organisational skills, including the ability to coordinate staff rosters and relief to assist in the delivery of effective education programs.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Education Assistants working with Kindergarten students may be required to have, or be actively working towards, a Certificate III 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](#).

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 10 March 2023
Reference D23/0111657