

RAMS Generated (top of page):

Agency Name	Department of Education
Division	Wheatbelt Education Region
Branch	West Northam Primary School
Position Title	Education Assistant - Mainstream
Position Number	00007684
Classification & Award	Level 1/2, \$25.88 - \$30.18 per hour (EA (Gov) GA 2019)
School Logo (URL)	(copy & paste URL address for posting advert)
https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=5352&type=SCH_LOGO	

Manually Generated (body of advertisement):



Advertised Vacancy Number: SS/SS634732

This is a six (6) month fixed term, part-time (0.5 FTE) position commencing Term 3, 2020

West Northam Primary School (PS) is seeking a friendly and enthusiastic Mainstream Education Assistant to join their friendly team.

As an Education Assistant – Mainstream you will be able to work in a collaborative/team environment to aid teachers in the delivery of planned education programs and assist with the care and well-being of students. To be successful in this role you will be organised and diligent to effectively maintain equipment and resources for use in classes and ensure a safe, tidy learning environment is maintained. The successful applicant will have excellent interpersonal and communication skills to collaborate effectively with the Teacher to create and maintain an effective and inclusive learning environment. They will be committed to achieving the best educational outcomes for our students and will work as part of a dedicated team to make a lasting contribution to our school community.

The dedicated and highly professional staff at West Northam PS are committed to working together as a team to ensure a supportive work environment where all staff consistently model the school's behaviour expectations of respect, responsibility and self-control. These behaviour expectations, together with our school motto of 'Dream It, Be It, Climb High!' are specifically aimed at improving children's resiliency and self-esteem which strongly supports our philosophy of developing positive, productive members of the community.

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:

- 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 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.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

Further information about West Northam Primary School can be found by visiting www.westnortham.wa.edu.au or [Schools Online](#)

For further job related information

You are encouraged to contact Cheryl Prater, Principal for further information about this employment opportunity, including information about living and working in Northam, by telephoning (08) 9621 5600 or emailing Cheryl.Prater@education.wa.edu.au

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

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

- A **[number of pages]** page statement addressing the Work Related Requirements, in context of the role and business needs of the school
- A CV of up to **[number of pages]** 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".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

ELIGIBILITY

Employees will be required to:

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

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](#).

TRAINING

Employees will be required to:

- Complete the Department's induction program within three months of commencement;
- Complete any training specific to this role required by Departmental policy; and
- Complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

***PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS
ARE NOT ACCEPTED.***