



WAGGA WAGGA
CHRISTIAN COLLEGE
FORWARD IN FAITH

POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



POSITION TITLE: Class Assistant (casual)

EMPLOYMENT CLASSIFICATION: School Support Services

REPORTS TO: Head of Primary School
Principal

POSITIONS REPORTING TO THIS ROLE: NIL

AGREEMENT/AWARD: General Staff Multi-Enterprise Agreement 2020-2023

COMMENCEMENT LEVEL: Level 2 Step 1 – School Support Service

THE COLLEGE

Wagga Wagga Christian College is seeking a passionate and dedicated Christian Class Assistant with a unique opportunity to lead and inspire in the education of students for a casual position commencing in Term 1, 2024.

The wider College has a P-12 enrolment of around 620 students. The primary section of the College operates within a well-established Reggio Emilia philosophy of education using a self-guided curriculum.

The College is governed by a Board of Directors and is associated with Christian Education National.

THE ROLE

Wagga Wagga Christian College is seeking a Class Assistant to support teachers in creating a positive and productive learning environment and ensure that all students can have the opportunity to succeed academically and socially for independent learning and confident participation in the College and wider community.

The responsibilities can vary based on the year level, subject, and specific needs of the students and teachers.

Responsibilities:

- Work alongside teachers to provide additional support during lessons. Help explain concepts to individual students or small groups, reinforcing the teacher's instruction.
- Work with students who have special needs, providing one-on-one support to help them grasp concepts, complete assignments, or engage in classroom activities.
- Assist in preparing materials and resources for lessons, such as setting up educational materials, visual aids, and technology.
- Help ensure that all students, including those with disabilities or language barriers, can participate fully in classroom activities and lessons.
- Play a role in managing student behaviour by implementing strategies outlined by the teacher.
- During recess, lunch, or other non-instructional periods, class assistants may supervise and engage students in various activities, fostering a safe and inclusive environment.
- In the event of emergencies or crisis situations, class assistants may be responsible for ensuring the safety of students and assisting with emergency procedures.
- Participate in professional development opportunities to improve their skills.
- Help create a welcoming and inclusive classroom environment by promoting diversity, equity, and inclusion among students.
- Photocopy and collate teaching materials.
- Distribute lesson materials and equipment to students.
- Instruct small groups or individual students in basic skills when necessary, such as reading groups.
- Interact with students under direct or indirect supervision of a qualified teacher.
- Assist with activities which improve the physical, social, emotional, and intellectual development of children including literacy and numeracy support.
- Prepare outdoor areas for learning and recreational activities.
- Provide assistance with excursions & sporting activities.
- General classroom assistance.
- Administer first aid when required within the guidelines of the College Health Care policy and procedures.
- Assist in the preparation, storing and clearing away of teaching equipment and materials.

Selection Criteria:

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Possess a current NSW Working With Children Check
- First Aid qualified (this role requires completion of a current first aid certificate) or willingness to undertake this.
- Have the legal right to work in Australia

To Apply:

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Friday 24 November 2023.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description

Signed _____

Dated ____/____/____

