



Early Childhood Enrichment Assistant

Status: Temporary Term Time

Position Location: Valley Campus, 4 The Valley Avenue, Gungahlin

Line Management: Enrichment Assistants report to the Head of Early Childhood and Junior School and ultimately the Principal.

Burgmann Anglican School is a Preschool to Year 12 school with a student population in excess of 1500 located across our Forde and Valley campuses.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

Duties

Under the direction of Early Childhood classroom/Enrichment Teachers:

- Support children with a specific special needs, as guided by teaching staff
- Work with individual students/small groups to improve literacy and numeracy skills
- Prepare resources to supplement classroom materials and to support learning of individual students/small groups
- Assist in classroom activities as required
- Contribute to professional discussions regarding individual student progress, including academic reports
- Using specific tools to help teachers assess children's reading and numeracy skills
- Assist students in their use of various learning support programs
- Other duties as directed

Selection Criteria

- A relevant qualification and/or experience in working in learning support and/or teacher's aide roles
- Excellent written and oral communication skills
- Demonstrated ability to establish and maintain a warm, positive and encouraging rapport with students
- Ability and willingness to physically assist with mobility and personal care if required

- Demonstrate strong IT skills including classroom technologies and web based learning support systems
- Ability to keep accurate records

Desirable

- Certificate III or IV in Education Support or a willingness to undertake this qualification.

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent School ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*. Salary will be determined according to qualifications and experience.

The Application

Applicants should provide the following documents by email to:

The Principal
Burgmann Anglican School
4 The Valley Avenue
Gungahlin ACT 2912

Email address: employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript (if applicable)
- Working with Vulnerable People registration
- Details of three professional referees

Applications close: 9am Monday 14 January 2019