



## Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in joining Our Lady of Mercy College.

We are a vibrant Catholic school community, inspired by the tradition of the Mercy Sisters, and dedicated to delivering an engaging curriculum that meets the needs of every student. At Our Lady of Mercy College, we are committed to providing a holistic education that inspires learning, nurtures faith, and encourages students to embrace life. As part of our team, you will play a significant role in achieving our mission and upholding the values embodied in "The Mercy Way."

We strive to attract individuals who are passionate about fostering lifelong learning and contributing to a safe and nurturing environment for our students.

Included in this application package, you will find:

- **Position Information**
- **Duty Statement**
- **General Information for Applicants**

If you have any questions regarding the role, please do not hesitate to contact Mrs Deb Saffy – Head of Learning Support, at (08) 9720 3300.

We look forward to considering your application.

Kind regards,

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**Mr Rob Crothers**  
**Principal**

Embracing Life | Nurturing Faith | Inspiring Learning

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## **Position Information**

### **Education Assistants (Special Needs)**

Full-Time, Ongoing

#### **About us**

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

At Our Lady of Mercy College, the Catholic faith in the Mercy tradition is at the core of everything we do. We inspire our staff and students to embrace all facets of life, nurturing their spirituality and fostering deep learning. Through a focus on global competencies, we equip our students with the skills and knowledge needed to address real-world issues, preparing them to excel today and thrive tomorrow.

#### **Success Criteria**

The successful applicant will demonstrate:

- Experience in a similar role would be beneficial.
- Strong teamwork skills and the ability to collaborate effectively.
- The ability to remain calm and focused, making effective decisions and adapting quickly in real-time situations.
- Excellent time management and organisational skills, with the ability to prioritise tasks effectively.
- The ability to work with minimal supervision.
- The ability to exercise discretion and initiative.

Essential Requirements:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.
- Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.
- Nationally recognised CHC30221 Certificate III in School Based Education Support and/or the CHC40221 Certificate IV in School Based Education Support or equivalent
- Current First Aid Certificate (to be obtained if not held)
- On appointment completion of Mandatory Reporting Training.
- On appointment completion of Staff Code of Conduct Training.
- Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: CEWA Limited Accreditation Framework



### **Conditions and Salary**

- Hours: Monday to Friday, 8:15 am – 3.15 pm
- FTE: 1.0 (term time only)
- Duration: 40 weeks per year
- Some after work hours may be required from time to time
- Salary Package: \$58,525 - \$67,348 (full-time equivalent), subject to experience and relevant qualifications

Please click [here](#) to view the Salary Schedule.

Please click [here](#) is view the current Catholic Education (CEWA) Non-Teaching Staff Enterprise Bargaining Agreement (EBA).

**Applications close at 4pm (AWST) on Monday, 18 November 2024.**



## **Duty Statement**

### **Learning Support: Education Assistant (Special Needs)**

The Learning Support Team contributes to The College's Vision for Learning which seeks to ensure that all students are empowered to learn, receive high quality teaching, learn to construct and apply new knowledge in a real-world context.

At Our Lady of Mercy College, an Education Assistant supports teachers as they nurture each student to discover and develop their interests and talents in order to reach their fullest potential. By supporting teachers, Education Assistants play an integral part in the delivering quality education as laid out in The College's Vision for Learning.

An Education Assistant has direct responsibility to:

1. Be organised and prepared to present subject matter to students, including adapting materials to support students with special needs, under the direction and guidance of teachers.
2. Build positive, respectful relationships with teachers, students, and families to foster a supportive and inclusive learning environment.
3. Promote the Catholic ethos and mission of the College, upholding our commitment to inclusivity, compassion, and holistic development for all students.
4. Provide personalised support to students, including one-on-one assistance for those with physical impairments, communication challenges, or high-need personal care requirements (e.g., mobility, toileting, and social engagement).
5. Ensure the safety, dignity, and wellbeing of all students by engaging in safe practices and adhering to the CEWA Student Safety and Wellbeing Framework, with particular attention to students requiring additional care and support.
6. Complete administrative duties relevant to the role as determined by the Head of Learning Support and Management Team, ensuring accurate and confidential documentation related to student support.

The Education Assistant operates in a team environment and promotes the vision of the College by collaborating with the Head of Learning Support and teachers to support students in embracing all aspects of life, nurturing their spirituality, and inspiring deep, inclusive learning.

The Education Assistant will:

1. Be organised and prepared to present subject matter to students, including adapting materials to support students with special needs, under the direction and guidance of teachers.
  - Support the organisation of the learning environment, including the production, maintenance and storage of resources
  - Present subject matter to students under the direction and guidance of teachers
  - Use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the teacher
  - The ability to accept guidance and direction from teachers
  - Awareness of how students learn and the various factors which affect their learning
  - Work in one-on-one and small group learning environment if required



- Meet regularly with the Head of Learning Support, during contracted hours, to discuss students' progress and to plan and review support
2. Build positive, respectful relationships with teachers, students, and families to foster a supportive and inclusive learning environment.
    - The ability to work as part of a team
    - The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff
    - The ability to establish and maintain effective working relationships with teachers and other members of staff
    - The ability to accept guidance and direction from teachers
    - The ability to distinguish between the roles and responsibilities of the teaching assistant and the teacher
    - A compassionate approach to parents and students and an understanding of the need for confidentiality
    - Develop a professional working relationship with the Teacher and perform duties in a professional manner
  3. Promote the ethos and mission of The College, upholding our commitment to inclusivity, compassion, and holistic development for all students.
    - Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church
    - Take an active part in the co-curricular aspects of College life
    - Promote, model and maintain the College values of the Mercy Way: Compassion, Courage, Hospitality, Respect, Justice and Service and ensure these are embedded within practice in the classroom
    - Attend staff liturgies and Masses and/or other College functions as the Principal may require.
    - Undertake any other duties or responsibilities that may be assigned by the Principal
  4. Provide personalised support to students, including one-on-one assistance for those with physical impairments, communication challenges, or high-need personal care requirements (e.g., mobility, toileting, and social engagement).
    - Be prepared to work throughout the school with any age group and various level of student need
    - Undertake supervision of playground activities as directed by the Management Team
    - Awareness of how students learn and the various factors which affect their learning
    - Supervise the toileting, mobility and feeding of students with special needs as necessary
    - Assist in lifting, transferring and positioning students with appropriate manual handling training and equipment e.g. hoists, as per occupational therapist recommendations, and within the occupational health and safety guidelines and policies of the College
      - Assist with personal care of students according to the Education Assistant's level of training or expertise
      - Accompany students with special education needs to activities external to the College when parents' permission has been granted e.g. for work experience and excursions



- Assist with transitional activities from primary to secondary and between year groups
  - Assist with participation for students' special needs in Pastoral Care Periods and activities
5. Ensure the safety, dignity, and wellbeing of all students by engaging in safe practices and adhering to the CEWA Student Safety and Wellbeing Framework, with particular attention to students requiring additional care and support.
- Foster a calm and supportive environment and assist students in managing emotions and behaviours
  - Ensure clear and consistent communication with the student and staff regarding the student's progress, well-being and any incidents that may arise
  - Adapt the physical learning environment as needed to accommodate mobility or sensory needs
  - Develop an awareness of each student's unique learning, communication and emotional needs, implementing strategies that promote engagement, independence and self-advocacy skills
  - Maintain confidentiality and sensitivity when supporting students, ensuring all interactions respect students' dignity, privacy and personal space
  - Facilitate opportunities for social engagement and peer interaction, helping students develop and strengthen social and communication skills in a safe and inclusive manner.
  - Respond promptly and appropriately to any emergencies or incidents involving student safety or well-being, following College protocols and emergency procedures
  - Proactively support the College's inclusive education policies by contributing to a team approach that fosters belonging, trust and equal opportunities for all students
6. Complete administrative duties relevant to the role as determined by the Head of Learning Support and Management Team, ensuring accurate and confidential documentation related to student support.
- Communicate student incidents and learning concerns to teacher and Head of Learning Support
  - Record observational notes and keep written records of student learning and engagement
  - When working with endorsed College programmes, ensure the integrity of the programme by complying with programme's recommendations, assessments and practices.
  - Be familiar with, actively support and comply with all the school policies and procedures
  - Attend formal meetings during contracted hours to discuss students' progress with team and other professionals as part of the relevant staff group.

### **After Hours Requirements:**

Participation in College events as required or as specified by the Principal.



### **Essential Skills**

- A Catholic background or the ability to demonstrate empathy with the Catholic ethos of the College.
- Proven experience in a similar role.
- Strong written and verbal communication skills.
- Ability to manage highly confidential and sensitive information with discretion.
- Initiative and flexibility, with the ability to work both independently and collaboratively within a team environment.



## General Information for Applicants

We are dedicated to providing a nurturing, faith-based educational environment and are looking for individuals who are fully supportive of the objectives and ethos of Catholic education. As part of your role, you will be expected to participate in co-curricular activities as part of your general duties.

### Essential Requirements:

- All applicants must have a current Working with Children Check (WWC).
- Applicants for teaching positions must hold a relevant degree and be eligible for registration with the Teacher Registration Board of Western Australia (TRBWA). To apply for a position at Our Lady of Mercy College, your application must include the following:

#### 1. Cover Letter

- Clearly state the position you are applying for.
- Highlight your skills, knowledge, and experience relevant to the role.
- Limit your cover letter to one (1) page.

#### 2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications and/or experience
- Parish/Community involvement
- Membership of Professional Associations
- References: Contact details of two (2) professional referees, one of whom should be your current employer. If applicable, include a Parish Priest or Minister as a referee.

#### 3. Copies of any Requested Information

Please include copies of the following, where applicable:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain it upon appointment.
- Working with Children Check (WWCC) or willingness to obtain it upon appointment.
- CEWA Accreditation to Work or willingness to work towards it upon appointment.
- Relevant Qualifications.

Applications are to be addressed to The Principal, Mr Rob Crothers and submitted via email to [humanresources@olmca.wa.edu.au](mailto:humanresources@olmca.wa.edu.au)

Further information can be obtained by contacting Mrs Deb Saffy, Head of Learning Support on (08) 9720 3300.