



CATHOLIC EDUCATION  
WESTERN AUSTRALIA

## POSITION DESCRIPTION

### ASSUMPTION CATHOLIC PRIMARY SCHOOL

<b>POSITION:</b>	Early Childhood Education Assistant - 0.56 FTE
<b>ACCOUNTABLE TO:</b>	Principal – Ms Miranda Swann
<b>TYPE:</b>	Part-Time
<b>TERM:</b>	Temporary – ASAP until 31 December 2025

#### ROLE

Assumption Catholic Primary School is a vibrant, double-stream co-educational school from Pre Kindy to Year Six. Our flourishing learning community is inspired by our motto, "United in Christ."

We are dedicated to implementing contemporary, evidence-based learning programs that equip students to be effective learners and collaborators in a changing world. Our supportive environment focuses on high-impact instructional practices to enhance student achievement.

We are seeking a dynamic and enthusiastic Education Assistant to join our team. The position offers the chance to implement evidence-based teaching practices, ensuring every student reaches their full potential.

The position is temporary for 2025; working Monday to Friday from 8.30am – 12.10pm.

#### SELECTION CRITERIA

Applications are invited from enthusiastic and innovative educators with the following attributes:

- Support every student in reaching their potential and engaging in learning opportunities.
- Excel in classroom management and building positive relationships.
- Demonstrate professionalism, flexibility, confidentiality, and initiative.
- Possess strong interpersonal, organisational, and collaborative skills.
- Embrace a growth mindset and a commitment to continuous improvement.
- Work effectively under the direction of class teachers.
- Are proficient in ICT integration, particularly with iPads.
- Actively contribute to the life and culture of our school.
- Applicants must be prepared to support the Catholic ethos in the performance of their duties.

#### QUALIFICATIONS REQUIRED

- Hold appropriate qualifications of Certificate IV and/or Special Needs Qualifications;
- Hold a current first aide certificate (Desirable)
- Hold a Diploma of Early Education & Care (Desirable)

## HOW TO APPLY

- Applicants must submit a covering letter and CV directly addressing the success criteria and should include the names and contact details of 3 referees, including the current employer.
- Email the application to Principal Ms Miranda Swann at [miranda.swann@cewa.edu.au](mailto:miranda.swann@cewa.edu.au).

## The Closing Date for Applications: 31 July 2025.

The Principal reserves the right to appoint before the closing date.

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Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be prepared to support the Catholic ethos in the performance of their duties.

In applying for this position you will be providing personal information to the School. This information will be used in order to assess your application for employment.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education [website](#).

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post [website](#). An application for a WWC must be made in person.