



# Leschenault Catholic Primary School

Topic:	Educational Assistants – Duty Statement		
Policy No:			
Policy Area:	Catholic Identity		
Updated:	2017	Date of Review:	2019

## RESPONSIBILITIES & DUTIES

Educational Assistants fulfil a very important role in our school. They work in our classrooms with teachers to support the learning and social, emotional needs of our children. EAs work in partnership with teachers to help deliver programs/educational experiences to small groups or individual students.

Key responsibilities of this job may include:

### INSTRUCTIONAL

- Supervision of small groups as directed by the class teacher.
- Care of students with special needs.
- To develop a professional working relationship with the teacher and perform duties in a professional manner
- Providing Literacy and Numeracy support
- Assist with anecdotal records on student's learning for the teacher – this is very important to build a clear picture of each child's development (SEQTA)
- To provide feedback to the teacher so that she/he can effectively report and communicate with parents
- To provide appropriate encouragement and positive reinforcement for students.
- To respect the teacher's expectations for the tone in the classroom
- To share successes and challenges experienced by students.
- To assist large groups while teacher works with individuals or small groups.
- To reinforce or drill following the lesson; to assist with follow-up assignment. (EA must know material and the manner in which student is to be assisted and match the teaching strategy with the learning style of the student)
- To encourage student independence and the development of unique talents of individual students
- To understand and assist with the physical needs of the student, i.e. allergies, medication
- To be knowledgeable of school philosophy, procedures and policies
- To assist with the supervision of in-school and out-of-school student activities.
- To be responsible for reporting information if a child discloses information of abuse
- To direct parents to discuss concerns and issues with the teacher
- Adapting education resources and materials to meet student needs

## BEHAVIOUR MANAGEMENT

- To assist the teacher in observing, recording, charting learning or behaviour, making anecdotal records, etc.
- To promote behaviour management and maintenance of appropriate behaviour after teacher has provided goals and management strategies (1,2,3 Magic)
- To encourage and apply general classroom management strategies which promote appropriate student behaviour
- To provide feedback to the teacher
- Motivate and encourage students
- Enforce school rules

## ETHICAL RESPONSIBILITY

- This position requires you to be committed to the Catholic faith
- You must be in agreement with the Values of our school
- To be part of school team, work as a team – eg. clean-up must be done by everyone
- Responsible for professional conduct and demonstrate an understanding of, and commitment to the policy of confidentiality.
- To show dignity and respect for staff and students.
- To develop a plan for personal and professional growth.
- To build a relationship with the whole class (i.e., circulate around the room)

## GENERAL

- To assist teachers in maintaining an effective classroom environment
- To actively participate in playground duty (see roster) must interact with students rather than staff
- Maintain classroom tidiness also maintain outside area and equipment
- Setting up equipment inside and out, and safety checks inside and out must be done before school begins on a roster basis so that all EAs have equal responsibility (screening of sandpits)
- To, occasionally, attend professional development as determined by the Principal
- All EAs are welcome to attend staff meetings but this is not compulsory
- To arrive in time to prepare for each school day before the arrival of the children
- To attend all specialist subject areas and special events with class
- Helping at school events, trips and activities
- Before leaving classroom needs to be left neat and tidy and ready for the next day

Hours 6.5 per day (8:20 – 3:20 with a half hour break included). This is your actual paid work day. It is suggested that Educational Assistants meet with their teachers 15- 20 minutes prior to the start of each day to prepare for the day, and assist with clean-up at the end of the day (for each full-time day).

Please note: EAs who do not work full days are not expected to meet the above times, but work the hours which you are paid for.

It is important that EA time is used to support learning and not to be spent making resources or filing information on computers.

EAs are not to:

- Discuss student progress with anyone except the classroom teacher
- liaise with parents unless asked to by the teacher