



EDUCATION ASSISTANT POSITIONS – 2025

St Cecilia's is seeking enthusiastic Education Assistants to join our team in 2025. We have the following positions available:

- ***Classroom Education Assistant***
- ***Education Assistant – Special Needs***

The successful applicants must be suitably qualified, or working towards qualifications, and must be passionate about supporting and improving students' learning and development.

Founded by the Presentation Sisters in 1942, St Cecilia's is a single stream, co-educational Catholic School situated in Port Hedland, overlooking the Indian Ocean, with an enrolment of approximately 180 students. St Cecilia's boasts a strong school community which strives to provide a secure environment for the spiritual, moral, social, emotional and intellectual development of each student.

The successful applicant will live out their faith in their daily lives, be positive and bring their own energy and passion to an already dynamic staff.

Port Hedland enjoys well-established education services, entertainment, shopping and medical facilities for both adults and children. The excellent sporting and leisure facilities include an aquatic centre, sports stadium and parks. The beaches and mangroves are home to an abundance of fish and other wildlife. Within driving distance are the spectacular Broome, Karratha and Karijini National Park.

Selection Criteria

- A clear commitment to be supportive of the objectives and ethos of Catholic Education
- Possess the skills and personal qualities necessary to build trusting and authentic relationships with other staff, all students and their parents, and the wider community.
- Be enthusiastic and highly capable, showing initiative to work independently.
- Assist with and support the development of teaching programs, including working with small groups and/or individual students.
- Have sound Literacy, Numeracy and IT skills and the confidence to integrate technology effectively to enhance learning.
- Possess strong communication, organisational and interpersonal skills, being able to work cooperatively and collaboratively as part of a team.
- Excellent behaviour management skills based on restorative and supportive practices.

Qualifications Required

- Have a minimum Cert III in Children's Services or Teacher Assistant qualification or equivalent, or be working towards, for classroom positions
- Have a minimum Cert IV in School Based Education Support or equivalent, or be working towards, for Special Needs positions
- Working With Children (WWC) Check
- Accreditation to Work in a Catholic school (or be working towards / be willing to work towards)

It is a requirement of employment that consent to Employment Screening checks will be completed. It is also a requirement that all school-based staff undertake Mandatory Reporting training and be inducted on our Code of Conduct.

Applicants are to submit a brief cover letter, curriculum vitae (CV), a copy of professional qualifications, a document addressing the Selection Criteria and the names and contact details of at least three referees, one of whom must be a current employer (where possible).

Interested applicants are encouraged to contact the school (08 9174 7000) and speak with the Principal to discuss what the roles would entail, along with life in Port Hedland.

Please send your applications to the Principal, Mrs Mandy Sheen, mandy.sheen@cewa.edu.au. Closing dates for applications is close of business Monday 21 October 2024.

Faith Family Friendship