



# EDUCATION ASSISTANT

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As an independent, co-educational, CARE (Curriculum and Reengagement in Education) School, Alta-1 is a Christian organisation which works with students from years 7-12. We work with at risk young people providing them with wrap around support as they go on a journey of transformation to discover their unique sense of identity and purpose. We are fully committed to their **safety, wellbeing and welfare at all times.**

Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self discovery.

As a member of our campus staff, you will be part of a **small but impactful team**, all working together to create a compassionate environment that is conducive to student transformation.

*We believe in  
changing lives –  
one at a time.*





## PLAYING TO YOUR STRENGTHS

As a proactive team-player, you will find many opportunities to build warm and caring relationships with both teachers and students. Your ability to facilitate a harmonious and calming environment will promote a positive classroom experience for all and your attention to detail will expedite strong and accurate record keeping.

A creative problem solver, you will thrive in the fast-changing, agile care environment where your flexibility and nimble approach will help you adapt to the differing needs and requirements of our students, both in a group settings and in one-to-one conversations.

As a good communicator your conversation will be clear and respectful, setting expectations that are easily understood and offering assistance where needed.



## YOU'LL KNOW YOU'RE SUCCESSFUL WHEN...

- Teachers can safely rely on you to support the changing needs in the classroom
- Students trust you to assist them with their tasks and are willing to engage
- Mandatory documentation is captured and submitted timeously
- Communications are practical, respectful and caring.
- Your relationships are authentic and positive.





## HERE'S WHAT YOU'RE RESPONSIBLE FOR...

Every day is different at Alta-1! You can expect to tackle a variety of tasks and functions throughout a typical day in the classroom. Your focus is supporting the teacher and facilitating a warm, caring environment for students. This will include activities such as:

### SUPPORTING AND ASSISTING STUDENTS

- Personal goal setting.
- Management of self-care and self-regulation plans.
- Breaking down tasks into achievable pieces.
- Job and continuous education applications
- Online learning.
- Daily check-ins with teachers, pastoral carers and students.
- Individual issues such as locking and unlocking laptops.
- Preparing and completing VET certificate courses which may include creating USI's.

### CLASSROOM SUPPORT

- SEQTA attendance in class.
- Input to personal development plans.
- Facilitating small group activities.
- Settling the class and providing a calm environment.
- Assist with trauma informed practices.
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### ADMINISTRATIVE SUPPORT

- Capturing and uploading a variety of mandatory documentation to SEQTA.
- Setting up and managing staff calendar excursions.
- Assist teachers with routine classroom administration.

### EVENT FACILITATOR AND ORGANISER

- Planning excursions.
- Completing, uploading and following up on all relevant excursion documentation.
- Source and set up resources for activities.

### COMMUNICATION

- General information to and from parents.

**Extra curricula activities as and when required.**





## YOUR OPPORTUNITIES TO GROW

At Alta-1 we believe in cultivating a work environment that encourages personal and professional growth. We want to see our staff and students thrive through:

- Professional development activities organised by the school.
- Mandatory Professional development activities.
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated with Regional Principal.



RELATIONSHIP



TRANSFORMATION



FLOURISHING