



# Education Assistant Role

Alta1 is an independent, co-educational CaRE (Curriculum and Re-engagement in Education) school supporting students in Years 7–12. We are a Christian organisation, grounded in compassion and care, working alongside young people and families from all backgrounds.

We support students who have experienced challenges engaging with mainstream education, including mental health, neurodivergence, trauma, or disrupted learning. Using a strength-based, trauma-informed approach, we provide personalised, wrap-around support that helps young people rebuild confidence, reconnect with learning, and discover their pathway to purpose.

Connection and belonging sit at the heart of everything we do. Students learn best when they feel safe, seen, and believed in, and our school environments are intentionally designed to foster trust, wellbeing, and growth.

We're pleased you've chosen to join Alta1 and look forward to working alongside you as we reimagine education and support young people to move forward with confidence.



## 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 setting and in one-to-one conversations. As a good communicator your conversation will be clear and respectful, setting expectations that are easily understood and helping where needed.

## Here's what you're responsible for

Every day is different at Alta1! 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.

### **Our Values**

Relationship · Transformation · Flourishing

**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 setup resources for activities.

**Communication:**

- General information to and from parents.

Extra curricula activities as and when required.

## You will know you're successful when

- You 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.

## Your opportunities to grow

At Alta1 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 organized by the school.
- Mandatory Professional development Activities.
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated with Regional Principal.

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