

**ST MATTHEW'S SCHOOL**  
9 Glyde Street  
NARROGIN WA 6312



## **Middle Primary Education Assistant**

**PART-TIME (0.6) – TEMPORARY 1/01/2021 - 31/12/2021**

We are seeking a highly motivated Education Assistant with a desire to be a part of a dynamic teaching and learning community who is passionate about helping children learn in a fun and safe environment.

Founded by the Sisters of Our Lady of the Missions in 1918, St Matthew's School Narrogin is a single stream, co-educational Catholic school with an enrolment of 155 students from Kindergarten to Year Six. Narrogin is a comfortable two-hour drive from both Perth and Bunbury, and offers a host of sporting, cultural, artistic and community opportunities in a thriving rural locality. The school offers modern and well-maintained facilities in a well-resourced and progressive learning environment. The vibrant and dedicated staff are committed to implementing whole-school explicit approaches to both Literacy and Numeracy, whilst embedding Information and Communication Technology across the curriculum. The pursuit of academic excellence and the education of the whole person in a safe and happy school setting are of high priority. St Matthew's has a strong sense of community that embraces the importance of a true operating partnership between home and school. At St Matthew's School we aspire to live our school motto: Concern – Concern for Self; Concern for Others; Concern for Environment and Concern for our relationship with God.

### **SELECTION CRITERIA:**

- work professionally, cooperatively and collaboratively as part of a cohesive and dedicated team of educators
- the ability to work with flexibility while demonstrating initiative.
- have previous experience in working as an Education Assistant within a school.
- authentically nurture positive, mature and respectful relationships with students, staff and families
- be a proactive contributor within our community - willing to share their ideas, time and expertise for the good of all
- a commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values of our school and Parish Community.

### **QUALIFICATIONS:**

- Certificate III in Education Support or similar qualifications
- Undergo mandatory reporting training
- Acquire and/or maintain relevant Accreditation requirements to work in a Catholic School

Applicants must submit application addressed to the Principal in PDF form via email [susan.milton@cewa.edu.au](mailto:susan.milton@cewa.edu.au). Please include:

- cover letter
- curriculum vitae
- a copy qualifications or academic transcript
- the names and contact numbers of three referees, one of whom must be the current/previous employer • current Working With Children

Please view our website for further information about the school

The following link provides a view of St Matthew's School

<https://www.youtube.com/watch?v=ZTbUYKTFfao>

Please view our website for further information about the school

[www.matthews.wa.edu.au](http://www.matthews.wa.edu.au)

**Applications close 4pm 20 November 2020**