EDUCATION ASSISTANT – Aboriginal Studies

Context
Blue Gum Montessori School (BGMS) is an independent school offering curriculum based on the Montessori philosophy for students from Lower to Upper Primary. The school is an equal opportunity employer and makes decisions relating to staff in a consultative and inclusive manner.

Position Objective
To assist the teacher to deliver a Montessori Education program for children at Blue Gum Montessori School which complies with relevant regulations, quality standards and codes of practice. Work closely with Blue Gum Montessori staff and with other service providers and the community to maximise outcomes for children.

To research, design, develop and deliver Education Programs for Blue Gum Montessori School and to ensure that an enjoyable and positive learning experience is provided. This identified position will liaise with Aboriginal and Torres Strait Islander (ATSI) communities.

Key responsibilities and duties

Professional practice
Assist in operating the program in cycle 1 and in accordance with the vision and mission statement and philosophy of Blue Gum Montessori School.

Program delivery
- In conjunction with the Teacher for Aboriginal Studies, you will research, design, develop and evaluate learning programs and resources by all students with particular reference to ATSI programs
- Ensure that learning programs and resources are relevant, innovative, accurate and attractive and can be adapted to meet the needs of diverse target audiences
- Communicate with student audiences to enhance the understanding of Aboriginal culture, science and natural history.
- In conjunction with the Teacher for Aboriginal Studies, develop the strategic direction for leaning programs, with particular reference to ATSI program
- Provide input on appropriate learning strategies on topics for students across the school
- Participating in Committee team meetings
- Maintaining open lines of communication with teachers to ensure positive experiences for all and to encourage appropriate behaviour and management of large and diverse education
• Staying abreast of curricula changes and Board of Studies and Department of Education and Training priorities to ensure currency and relevance of programs and plan for future needs
• Supervise routines
• Foster learning experiences
• Prepare and maintain the environment
• Initiate and enhance communication, and the development of relationships, between children.

Documentation and communication with families

• Communicate with others in a respectful and appropriate manner
• Collaborate with families and community.

Management skills

• Good time management skills and ability to coordinate responsibilities to enable the smooth running of the program.

Specialist knowledge and skills

• In conjunction with the Teacher for Aboriginal Studies, you will research, design, develop and evaluate learning programs and resources by all students with particular reference to ATSI programs.
• Develop, implement and evaluate education programs for individuals and groups of children, including the keeping of appropriate records
• Understand child development and the support thereof
• Well-developed communication skills
• Experience working inclusively with children who have additional needs
• Experience working inclusively with children and families from diverse cultural and linguistic backgrounds with knowledge of a range of culturally relevant program resources and learning experiences.

Qualifications and experience

• Certificate III Teacher's Assistant or Tertiary qualifications in relevant Aboriginal
• Demonstrated understanding and knowledge of Aboriginal history, heritage issues, and Aboriginal studies in addition to knowledge or current issues in the environment
• Montessori qualifications and experience would be an advantage
• Working knowledge of the relevant regulations, quality standards, frameworks and codes of practice
• Current Working with Children card
• Current First Aid Certificate.

Key selection criteria

To perform this role it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under Section 14d of the Anti-Discrimination Act 1977 that applicants are Aboriginal or Torres Strait Islander.
• Meet the qualification and experience requirements
• Extensive knowledge of child development and capabilities
• Ability to work collaboratively with children, families and other professionals.
• Knowledge of and commitment to current reforms and trends in early childhood education and care
• Commitment to ongoing learning and development
• Have a keen interest in the Montessori Method of Education

Hours of work
This is a part time position for 1 day per week (0.2) on Friday.

Commencement
• Term 1, 2017 (12 Month Contract)

Application information
Please provide a covering letter and resume, including copies of qualifications, listing experience and naming two professional referees with employees within the last 5 years, with one being from your most recent employer.

CLOSING DATE – Wednesday, 23 November 2016