



Join our team

Role Description

Education Assistant – Students with Disability

Welcome to Holy Cross College, a Catholic, co-educational school for students in Pre-Kindergarten to Year 12.

Located in the heart of Ellenbrook, a vibrant suburb nestled within the beautiful Swan Valley region of Western Australia, Holy Cross has been a cornerstone of quality Catholic education since 2010. We have grown from our humble beginnings to a thriving community of over 1200 students, and we anticipate this number will soon exceed 1600 enrolments. Our journey has been one of continuous growth and development, driven by our unwavering dedication to providing a holistic, faith-based education.

Holy Cross College invites a dedicated and experienced Education Assistant to join our innovative and dynamic team in preparing students to be lifelong learners who embrace their changing world with confidence and optimism.

Education Assistant – Students with Disability

Conditions: Full Time Temporary

Salary: As per the WA School Teachers Agreement 2023 and depending on qualifications and experience of the successful applicant.

Contract Period: 28 April 2025 – 31 December 2025

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the key responsibilities as articulated in the Role Description for Education Assistant at Holy Cross College.
- Have a current Working with Children Card (WWCC).
- Have completed or be willing to undertake and complete accreditation to work in a Catholic school, and maintain the ongoing renewal of this accreditation.
- Have a current Senior First Aid qualification or be willing to complete this qualification, and maintain this Senior First Aid qualification.

Applications close: Tuesday 17 April 2025 at 9:00am

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au.

Role Description

The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationships, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing. Our commitment to this vision is reflected in the dedication and passion of our educators.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. As an Education Assistant you will play a pivotal role in supporting staff, students and parents to achieve our Vision and Mission.

Key responsibilities will include:

- Assist with the preparation and maintenance of the learning environment as required under teacher direction.
- Assist with the preparation and delivery of planned teaching and learning programs, including Individual Education Plans (IEPs).
- Work with individual and small groups of students, under the direction of the teacher.
- Support in the maintenance and use of specialised equipment including, but not limited to, mobility devices and supports, specialised seating, digital technologies and augmentative and assistive communication resources.
- Assist with the arrival and departure of students travelling on buses, where required.
- Monitor and supervise hygiene and self-care programs, such as feeding, dressing, drinking, catheterisations and toileting, including the cleaning of students and their clothes.
- Assist with the general care, wellbeing and supervision of students, including attending to students with minor health illnesses and administering first aid.
- Assist in the care, monitoring and supervision of out-of-class activities, which may include recess and lunchtime periods, sports, excursions and camps.
- Monitor and assist students in work experience and liaise with employers.
- Attend meetings and/or professional development as required by the Principal or delegate.
- Other duties as directed by the Principal or delegate.

About you

We are seeking persons who will:

- Foster inclusivity and nurture a supportive environment.
- Possess and maintain sound literacy, numeracy and ICT skills, including adapting to changing technology.
- Excel in building strong and appropriate connections with students, colleagues and the community.
- Thrive in collaborative environments, contributing positively to team dynamics.
- Innovate and continuously seek to stay abreast of developments in practice, guidelines and industry.
- Demonstrate an understanding of and commitment to the objectives and ethos of Catholic Education.

- Possess excellent interpersonal skills, be welcoming in manner while maintaining professionalism.
- Embody the core values of Holy Cross College through your actions and interactions.

Holy Cross College is committed to providing a safe and nurturing environment for all children. All applicants must have a current Working with Children Check or be eligible to obtain one before employment begins. You must be qualified to work in Australia to apply for this position.

Why join Holy Cross?

As our College continues to grow, we are actively seeking dedicated educators and support staff to join us in shaping the next generation of change-makers. Each staff member plays a fundamental role in advancing our vision, mission and the strategic direction of the College. Our team is collaborative and committed to seeking new knowledge, keeping the College continually at the forefront of modern education. With access to state-of-the-art facilities, new technologies and abundant resources, we provide our community with the best learning experience we can – and we want you to join us.

Employees enjoy:

- Salary packaging benefits
- Discounted rates on corporate health insurance and wellbeing initiatives
- Two additional leave days for discretionary and Catholic day leave
- Access to the Gym: Fitness Centre
- Working with state-of-the-art technology
- Professional development opportunities as an Apple Distinguished School
- Easy transport access 30 minutes from the CBD
- An inclusive and connected community

Our vision is for Holy Cross College to be a community of transformation in the spirit of the Risen Christ.

Our mission is to empower students to *have life to the full*, inspired by Christ's journey of transformation and redemption.

At Holy Cross, our holistic approach to teaching is guided by our **LIFE pillars**:

Learning: Our focus is on developing core learning skills to ensure our students are equipped to face the challenges of a rapidly changing world.

Inter-relationships: Nurturing a caring, compassionate and connected environment – not only among our students, but also our wider community.

Faith: Celebrating a hope-filled Christian faith, grounded in reflection that leads to justice and service. Our faith-based approach to education encourages students to explore and deepen their spirituality, helping them to develop a strong sense of purpose.

Enrichment: Encouraging each person to receive the gifts of God with gratitude, cultivate them responsibly and share them lovingly with others.

Apply today

Be a part of our transformative and supportive Pre-Kindergarten to Year 12 co-educational community, working in modern, expansive facilities in Perth's growing north-east corridor.

All applications should be sent with the following documents:

- ☐ Valid Working with Children Card
- ☐ Academic Transcripts
- ☐ Covering Letter
- ☐ Resume
- ☐ [Application for Employment Form](#)

Forms should be saved with your name and position in the file name , then emailed to the Principal's Assistant at employment@holycross.wa.edu.au.