



Our Lady of  
Mercy College

# EDUCATION ASSISTANT

(Special Needs)  
*Application Package*



## Education Assistant (Special Needs)

Full-time, Fixed-term  
Semester 2, 2026

### Introduction to the College

Our Lady of Mercy College is a co-educational secondary school for students from Year 7 to Year 12. Guided by the Catholic faith and Mercy tradition, the College is committed to inspiring learning, nurturing faith and embracing life. We focus on the holistic development of each student – academically, socially, emotionally and spiritually.

Set in peaceful surroundings, our campus offers dynamic learning spaces, expansive grounds and excellent sporting facilities, creating an ideal environment for students to thrive. Our mission centres on deep learning and spiritual growth, empowering students to become compassionate, capable and globally minded citizens.

### Overall Responsibility

Our Lady of Mercy College is seeking a compassionate and dedicated Education Assistant to join our Learning Support Team. This role is central to our Vision for Learning, which empowers all students to thrive through high-quality teaching and real-world learning experiences. Education Assistants play a vital role in supporting teachers as they nurture each student's unique gifts, helping them discover their interests and reach their full potential.

The successful applicant will work collaboratively with teachers and the Head of Learning Support to provide personalised assistance to students, promote wellbeing, and uphold the Mercy values of Compassion, Courage, Hospitality, Respect, Justice and Service. If you are passionate about making a meaningful difference in the lives of young people, we invite you to consider this rewarding opportunity.

### Reporting To

The Education Assistant reports to the Head of Learning Area – Learning Support.



## Duty Statement

### 1. Instructional Support

- Be organised and prepared to present subject matter to students under teacher guidance.
- Adapt materials to support students with special needs.
- Use a range of support methods and resources, including ICT, tailored to individual and group needs.
- Work one-on-one or in small groups as required.
- Support the organisation of the learning environment, including resource production, maintenance and storage.

### 2. Collaboration and Communication

- Build positive, respectful relationships with teachers, students and families.
- Communicate effectively with children, teachers, parents and staff.
- Work as part of a team and maintain effective working relationships.
- Accept guidance and direction from teachers.
- Distinguish between the roles of teaching assistants and teachers.
- Maintain a professional working relationship with teachers and perform duties professionally.
- Meet regularly with the Head of Learning Support to plan and review student progress.

### 3. Personalised Student Support

- Provide one-on-one assistance for students with physical, communication or high-care needs (e.g., mobility, toileting, feeding).
- Work across all age groups and levels of student need.
- Supervise playground activities and assist with transitional activities between year groups.
- Accompany students with special needs to external activities (e.g., excursions, work experience).
- Support participation in Pastoral Care periods and activities.
- Assist with lifting, transferring and positioning students using appropriate training and equipment.

### 4. Student Safety and Wellbeing

- Ensure safety, dignity and wellbeing of all students, especially those needing additional care.
- Foster a calm and supportive environment and assist with emotional and behavioural regulation.
- Communicate clearly and consistently about student progress and wellbeing.
- Adapt the physical environment to meet mobility or sensory needs.
- Promote engagement, independence and self-advocacy.
- Maintain confidentiality and respect students' privacy.

### 5. Administrative Responsibilities

- Complete administrative tasks as directed by the Head of Learning Support.
- Record and communicate student incidents and learning concerns.
- Maintain accurate and confidential documentation of student progress.
- Attend formal meetings to discuss student progress with staff and professionals.



## Selection Criteria

Successful applicants for this role 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.
- Have the ability to support student learning by preparing and presenting subject matter, including adapting materials for students with special needs, under teacher guidance.
- Have demonstrated experience in providing personalised care and support to students with physical, communication, or high personal care needs, while ensuring their safety, dignity, and wellbeing in line with the CEWA Student Safety and Wellbeing Framework.
- Possess strong interpersonal skills with the ability to build respectful relationships with students, families, and staff, fostering an inclusive and supportive learning environment.
- Demonstrate a commitment to the Catholic ethos and mission of the College, promoting compassion, inclusivity and holistic development.
- Demonstrate strong organisational and time management skills, with the ability to prioritise tasks, work independently, and remain calm and adaptable in dynamic situations.
- Work collaboratively within a team, exercising discretion, initiative, and maintaining confidentiality in administrative tasks and student support.
- Bring previous experience in a similar role is (desirable).





## Tenur and Conditions

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| Responsibility                               | Position reports to the Head of Learning Area – Learning Support.  |
| Tenure                                       | 1.0 FTE, Fixed-term, Semester 2 2026   |
| Remuneration                                 | As per the industrial agreement:<br><a href="#">Non Teaching Staff Enterprise Agreement 2014</a> & <a href="#">CEWA Salary Schedule</a> .  |
| Leave  | Entitlements as per the industrial agreement.  |
| Working Pattern                              | 8:15am – 3:15 am, Monday – Friday, school term time.   |
| Position Requirements                        | <ul style="list-style-type: none"><li>• Nationally recognised CHC30221 Certificate III in School Based Education Support and/or the CHC40221 Certificate IV in School Based Education Support or equivalent.</li><li>• Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.</li><li>• Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.</li><li>• Current First Aid Certificate (to be obtained if not held).</li><li>• On appointment completion of Mandatory Reporting Training.</li><li>• On appointment completion of Staff Code of Conduct Training.</li><li>• Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: <a href="#">CEWA Limited Accreditation Framework</a>.</li></ul> |
| Extra-curricular and After-hour Requirements | Fully support College activities by attendance at various extra-curricular and social functions where required. The activities include and are not restricted to Annual Commissioning Mass and Presentation Evening. These are examples of significant compulsory events for all staff.  |



## General Information for Applicants

### To apply for the role:

Applicants will need to produce an application package which includes:

1. Cover letter
2. Curriculum Vitae, including copies of professional qualifications

Applications are to be received via email to [olmca.humanresources@cewa.edu.au](mailto:olmca.humanresources@cewa.edu.au) addressed to the Principal, Mr Vince Bellini, no later than 9.00 am, **Friday, 24 July, 2026. Applications after this deadline will not be accepted.**

**The College reserves the right to close advertising early.**

### 1. Cover Letter

Write a cover letter addressing the selection criteria, clearly stating the teaching position being applied for. This should be a maximum of two pages. Letters need to be addressed to the Principal, Mr Vince Bellini.

### 2. Curriculum Vitae

- Employment history
- Professional qualifications
- Reference to Accreditation held within the Catholic sector
- Extracurricular qualifications and/or experience
- WWCC (Working with Children Check Card) numbers and expiry date
- Names and contact information of three professional referees. All will be contacted for the purpose of a verbal reference. If applicable, include a Parish Priest or Minister as a referee.

Your three referees must include;

- a person with whom you are currently working.
- a person with whom you have worked in the past two to five years.
- a current line manager.
- Provide copies of professional qualifications, Working with Children Check card.

Further information can be obtained by contacting the Vice Principal, Mrs Maree Maughan on 08 9720 3300.

\*Please note, the College will be closed for one week from Monday 6 July for school holidays.

### Timeline

|                   |   |
|-------------------|---|
| Friday 3 July     | Position advertised                         |
| Friday 24 July    | Closing date for applications               |
| Wednesday 29 July | Shortlisting and interview invitations sent |
| Monday 3 August   | Interviews                                  |
| Friday 7 August   | All applicants advised of position outcomes |



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