Special Needs Education Assistant Position Description

REHOBOTH

SOLI DEO GLORIA

Our Vision

To engage the whole child to think, respond, and live with excellence for the glory of God alone.

Our Mission

Rehoboth exists as an extension of the Christian home, partnering with parents as a covenant community to support them in their task of nurturing and educating their children to equip them for all of life.

Our Purpose

We believe that it is our purpose to orient students Biblically toward the knowledge of God, the Gospel, humanity, and all of God's creation, so that they would seek His will, see things as He sees them, and engage with and influence the culture in which they live. We believe that the Christian school must partner with parents and churches to develop the whole child (i.e. their academic, spiritual, moral, personal, and social growth), to inspire them to excel, to exhibit perseverance and resilience, and to make wise choices. Such an education is distinctly Christian in its character, intentions, and outworking.

1. Position Summary

Title:	Special Needs Education Assistant
Responsible to:	Principal
FTE:	Full-time and part-time
Description:	A Special Needs Education Assistant supports the teaching staff in the College, providing care, instruction and supervision for students with additional needs.

© Association for Christian Education Inc
Operating Rehoboth Christian College

2. Introduction

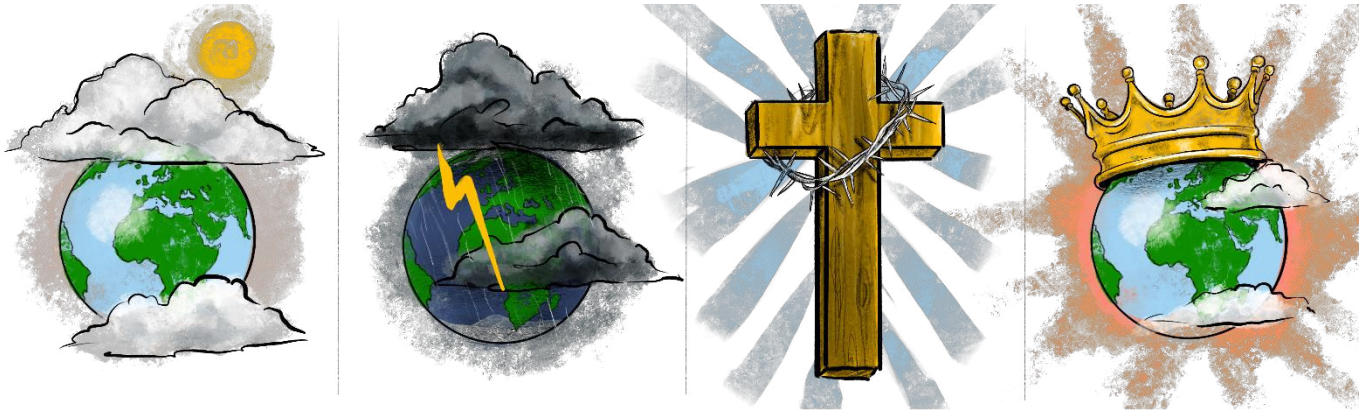
The Association for Christian Education (**ACE**) opened Rehoboth Christian College in 1966 to serve Christian families with Christ-centred schooling. It now operates three schools across two campuses located in Wilson (K-6) and Kenwick (K-6 and Year 7-12). K-6 learning programs are consistent between our two Primary Schools, while our Secondary School offers ATAR, Wholly-School Assessed, and Vocational pathways.

ACE is made up of members (primarily parents of enrolled students) who elect a Board. In turn, the Board has appointed a Chief Executive Officer (CEO) to manage day to day operations.

3 SCHOOLS | 2 CAMPUSES | 1 COLLEGE

Rehoboth promotes a unified College with a singular vision, mission, and purpose. Educational programs are mirrored at both our Wilson and Kenwick Campuses and staff are committed to whole-College planning across all aspects of teaching and learning.

We view the Christian curriculum as a total package of all learning and shaping experiences in which our students are involved. It includes the work of the home, school, and church in a distinct three-way partnership. We encourage our students to examine the world and their place in it from a Christian perspective. This permeates interpretations, viewpoints, meanings, attitudes, values, contexts for understanding and more, to comprise a holistic Christian worldview.



Students examine important foundational aspects of the Christian faith (Creation, Fall, Redemption, and Restoration) and are taught to view the Bible as the Word of God which is completely trustworthy and reliable. Regular devotions, prayer, and Bible study are integral parts of College life (for both students and all staff), and we aim to lead our students to a point at which they personally desire to think with the mind of Christ.

CHILD SAFE PROGRAM

Rehoboth seeks to provide a learning environment in which all students are protected from harm and places the highest priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Program, accessible via the College website.

Rehoboth has a justifiable reputation for developing and delivering a distinct, Christ-centred education, and for encouraging and guiding students in discovering their individual giftings and the path God has prepared for them (Ephesians 2:8-10). It is therefore essential that each person employed at Rehoboth is a committed Christian, able to demonstrate an active faith and perform their duties in a manner consistent with the College's Christian values and ethos.

© Association for Christian Education Inc
Operating Rehoboth Christian College

A whole-College approach, where a student's educational journey has a clear and purposeful K-12 plan, is integral to our educational philosophy. As such, the leadership and management of the College ought to be conducted within the framework of three schools, two campuses, one college. This emphasises the significant leadership role of the Senior Leadership Team, which is led by the CEO.

3. Strategic Goals of the College

As detailed in our Flourish28 Strategic Plan, there are four areas we are prioritising over the period 2025-2028 (see sidebar). The College aims to employ staff who can clearly and convincingly demonstrate their alignment with these strategic goals and have experience with, or are determined to embrace, their implementation.

FLOURISH28 STRATEGIC BRANCHES

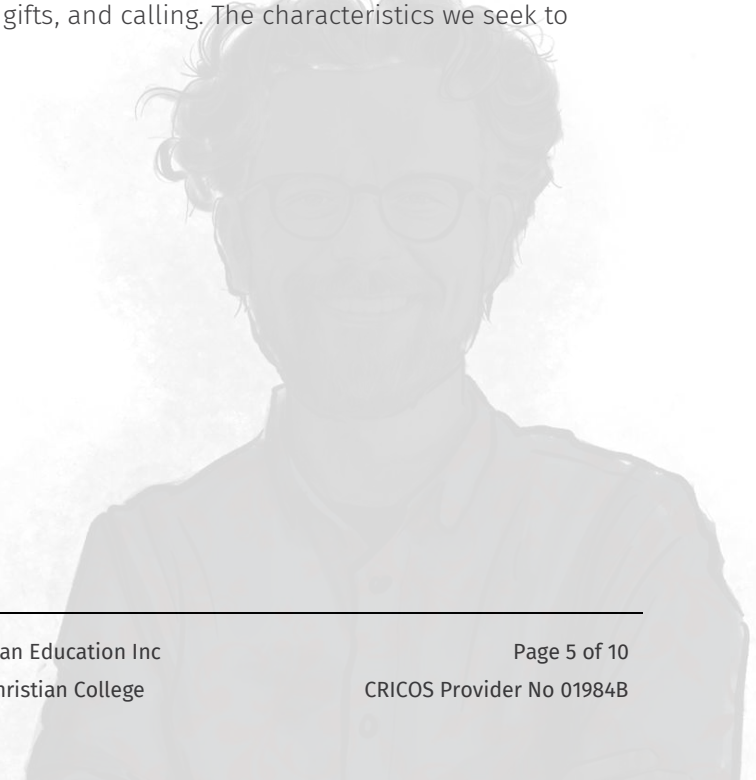
Our strategic plan is rooted in four key branches that will drive the change necessary to achieve the vision for the Rehoboth of 2028. These branches represent our commitment to fostering a supportive and collaborative community, empowering our educators, creating an environment conducive to growth, and ensuring every student is successful in their learning journey. Each branch is integral to our mission of delivering a whole-child, Christ-centred education that prepares students to serve and lead with purpose. The four branches are:

1. **Thriving Learners**
2. **Fruitful Staff**
3. **Cultivating Community**
4. **Space to Flourish**

Our purpose at Rehoboth is to develop and deliver distinctly Christian educational programs that orient students Biblically toward the knowledge of God, the Gospel, humanity, and all of God's creation. It follows that such an education should shape students of distinctly Christian character.

Our call to students, therefore, is to **be distinct** – to develop and deepen their Christian identity and character during their time at Rehoboth. It is a call for students to engage with and take responsibility for their learning, to use the opportunities presented to them to discover the gifts and calling God has placed on their lives, to see Christ as worthy of their best, and to take their place as young men and women of outstanding character and citizenship.

It has always been our goal that students would graduate with a distinctly 'Rehoboth' character, one that takes into account the whole student's academic, spiritual, emotional, social, and physical development. At the same time, we recognise that each student is unique and will excel in areas of the Learner Profile over others; this is the expression of the gifts and talents God has bestowed on each of them. Our aim is to nurture the whole student in age-appropriate ways according to their abilities, gifts, and calling. The characteristics we seek to develop in our students are described,



© Association for Christian Education Inc
Operating Rehoboth Christian College

4. General Expectations

A Special Needs Education Assistant at Rehoboth is to be an active committed Christian, preferably of the conservative evangelical and reformed persuasion. They will be actively involved in the life of the church and possess excellent communication and leadership qualities.

At Rehoboth, a Special Needs Education Assistant will:

a) display an exemplary Christian lifestyle which should include regular attendance at worship services and a general involvement in the life of the church
b) hold a Working with Children Check (WWCC) and current Nationally Coordinated Criminal History Check
c) be actively involved in the general life of the College, where appropriate
d) support the policies, aims, and strategic planning goals of the ACE Board
e) be conversant with, and actively support, all College and ACE policies, including the Westminster Confession of Faith
f) demonstrate in all dealings with students a support of College rules and procedures
g) be punctual for all rostered days of work
h) where appropriate, attend: staff devotions, staff prayer meetings, staff meetings, assemblies, ACE meetings (such as the March and October General Meetings), graduation/award nights, concerts, and other key activities and events on the College calendar
i) carry out extra duties as required by the supervisor from time to time
j) adhere to the specific requirements of a department within the College, or of the College in general, and
k) dress to an exemplary standard suited to the profession.

© Association for Christian Education Inc
Operating Rehoboth Christian College

5. Specific Role Duties

At Rehoboth, the Special Needs Education Assistant will:

a) assist individual students in performing activities initiated by the teacher
b) reinforce learning in small groups or with individuals, while the teacher works with other students
c) provide assistance with individualised program materials
d) assist the teacher in observing, recording and charting behaviour, progress and wellbeing
e) assist the transition of the student one year group to the next
f) assist the teacher with crisis problems and behaviour management
g) assist in the preparation or production of instructional materials and modifications
h) carry out instructional programs designed by the teacher
i) work with the teacher to develop classroom schedules
j) carry out tutoring activities designed by the teacher
k) assist with managing the medical and/or personal care of students with disabilities
l) assist in the observation and assessment of students as requested by the teacher or supervisor
m) maintain records relative to specific programming and student performance as requested by the teacher or supervisor
n) assist the teacher with a construction of documented plans
o) work independently one-on-one with students implementing learning activities and documented plan goals
p) participate in parent/teacher conferences and assist with parent communication on request
q) reinforce social and personal skills to ensure the successful inclusion of students with special needs
r) understand and comply with the Discrimination and Harassment Policy, and
s) attend professional development programs related to the needs of students in the program.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

6. Personal Requirements

At Rehoboth, a Special Needs Education Assistant will:

a) be a practicing Christian role model
b) possess outstanding communication skills (with staff, students, and parents)
c) have an ability to work independently and as part of a team
d) enjoying helping children learn
e) apply good behavioural management skills, and
f) be able to accept direction and supervision.

© Association for Christian Education Inc
Operating Rehoboth Christian College

7. Interpersonal Relationships

At Rehoboth, a Special Needs Education Assistant will:

a) seek to establish a rapport with students, parents, and staff
b) communicate with students, parents, and staff in a clear, respectful, and professional manner that models Christ-like behaviour and seeks a similar response
c) maintain professional confidentiality regarding information about students
d) complement the various teams of teaching and non-teaching staff operating within the College, and
e) participate in staff social functions.

8. Professional Development

At Rehoboth, a Special Needs Education Assistant will:

a) endeavour to keep up to date in areas associated with the various roles at Rehoboth, whether they be in the curricular or co-curricular domains of College life
b) participate in the appraisal schemes that operate within the College
c) attend nominated professional development days, and
d) avail themselves of the specific professional learning days which are made available to them in an area of need or interest.

9. Intellectual Property

a) **Intellectual property** means the legal and moral rights that come into being with the creation of materials, resources, or other works and covers copyright, patents, trademarks etc. Examples of materials or resources created and developed by an employee that are classified as intellectual property included, but are not limited to:
    i. teaching aids, materials, or resources
    ii. ACE-specific curriculum and Christian worldview content
    iii. website and software development
    iv. educational programs
    v. assessments, and
    vi. policies, plans, guidelines, work, research, and reports.
b) All intellectual property rights with respect to any materials created and developed by the employee during or after work hours for ACE or using the resources of ACE remain the sole property of ACE.
c) Staff are required to protect and preserve the intellectual property rights of ACE and to not share any materials created or developed or receive any payment from a third party for such materials.
d) The College demonstrates ownership of its intellectual property by:
    i. the inclusion of the College logo, and
    ii. a copyright statement (normally located in the footer of the document).
e) Any materials or resources prepared for ACE by an external source which has been purchased or granted to ACE is the sole property of ACE unless stated otherwise.

© Association for Christian Education Inc
Operating Rehoboth Christian College

f) Staff must ensure that all intellectual property created for ACE adhere to the rights of others.
g) ACE cannot give away or assign its intellectual property without the approval of the Chief Executive Officer.
h) ACE intellectual property is not to be used for private purposes without obtaining written permission from the CEO.

10. WWCC and NCCHC

a) The applicant will be responsible for providing a valid Working with Children Check (**WWCC**). This must be obtained from an Australia Post outlet, from the Business Office, or online.
b) The applicant will be responsible for providing a valid Nationally Coordinated Criminal History Check (**NCCHC**). Note that this is a different check to a National Police Certificate and must be obtained via the Western Australian Department of Education. The NCCHC is to be no more than three months old at the time of appointment.

11. Health and Right to Work

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied. Applicants must show proof that they are legally entitled to be employed in Australia by providing an Australian passport, Australian Citizenship Certificate, or a Permanent Residency Visa.

12. Performance Evaluation

Performance will be measured using the specific role responsibilities. Rehoboth has a firm commitment to appraising the performance of its staff, whatever their category and level, through the medium of a formalised system. The primary purpose of such evaluation is to assist personnel in professional development and in achieving the goals of the Association. It is envisaged that a performance evaluation will be undertaken annually.

13. General Terms and Conditions

General Terms and Conditions are available under separate cover.

© Association for Christian Education Inc
Operating Rehoboth Christian College

REHOBOTH CHRISTIAN COLLEGE

Wilson K-6
WilsonK6@rehoboth.wa.edu.au
22 Dalton Place
Wilson WA 6107

Kenwick K-6
KenwickK6@rehoboth.wa.edu.au
Gate 1, 270 Brixton Street
Kenwick WA 6107

Kenwick 7-12
Kenwick712@rehoboth.wa.edu.au
Gate 2, 280 Brixton Street
Kenwick WA 6107

Business Office
business@rehoboth.wa.edu.au
Gate 4, 92 Kenwick Road
Kenwick WA 6107

08 9274 9900
rehoboth.wa.edu.au

ABN 90 553 423 792
CRICOS Provider No 01984B