St Marcellin Catholic College

General Education Assistant Applicant Package

St Marcellin
CATHOLIC COLLEGE

STRONG MINDS | GENTLE HEARTS

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St Marcellin Catholic College is a Foundation K-12 community located in the beautiful coastal town of Madora Bay, Western Australia.

Vision and Values

Educating in the Marist Tradition, the College is inspired by St Marcellin Champagnat who sought to make Jesus known and loved by all. St Marcellin was a seeker of knowledge with a heart that knew no bounds.

This community has a vision to develop young people with '**Strong Minds** and **Gentle Hearts;** people of **Hope**, demonstrating through their actions, **Compassion** and **Humility.**

In Marist schools, as Christ centred communities, we strive to model and share the Gospel values with our young people. Our College has community at its heart.
You are invited to join a culture that understands that positive and meaningful relationships are everything. Our story is about caring for each other, fostering positive relationships and welcoming all.

Marist Characteristics

Simplicity - Marcellin believed that simplicity means accepting ourselves as we are, with all our strengths and weaknesses. He urged us to be transparent, to be people of integrity, and to let people, especially young people, see us just as we are.

Love of Work - Marcellin, the builder, shows us the importance of being ready to "roll up our sleeves", prepared to do whatever is needed for the vision of our community. We follow his example in being generous of heart, constant and persevering in our daily work.

Presence - Marcellin wanted his followers to do nothing less than immerse themselves in the lives of the young - "constant presence" among them, he called it - and to show them at all times what it is to live as a good Christian and citizen.

Family Spirit - It is something tangibly experienced. You feel it in the warmth of the College. You feel it in the welcome and hospitality. You feel it in the lack of pretence or arrogance. You feel it in the sense of belonging and the broad inclusivity of that. You feel it in people's care and kindness. You feel it in trust and respect.

In the Way of Mary - Marcellin knew Mary would be the best possible model of one who prized each human being for their own sake. Mary shows by her humility and generosity, the claims of the common good. In a world which put up and pulled down others, Mary revealed that the real God was someone with dusty feet.

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Learning and Pastoral Approach

Pastoral Approach	Learning Approach
Christ Centred & Child Focused	A lively place of Learning
Known and Loved	Curiosity and connection are celebrated
Strong Minds & Gentle Hearts	We are invited to learn within and beyond the classroom walls
Hope, Compassion, Humility	Spaces that invite inventive play
Built on intentional and positive relationships	Data rich and data informed
Empowering	Celebration of growth
Correction is respectful and restorative Just, Kind and Forgiving	Active learning
Explicitly taught communication skills, problem solving and interpersonal skills	Challenge and support
Everyone has an honoured place	Energetic, collaborative, joyful but calm predictable and secure
Hospitality is evident	Self directed learners who see problems as puzzles
Relationships are warm and informal	Strive for excellence

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Overarching Position Statement

A General Education Assistant at St Marcellin Catholic College will undertake to build community as a priority. They should personally demonstrate our motto of Strong Minds and Gentle Hearts. Education Assistants are encouraged to actively participate in professional growth opportunities where possible.

It is important that they are able to foster high quality relationships with students to ensure that each student is treated with dignity and feels a sense of belonging.

This position requires an individual to possess compassion, humility, patience, agility and excellent communication skills.

Pastorally, education assistants should be aligned with a vision of restorative practice across the College where repair and correction is just, kind and forgiving.

Key Responsibilities

Catholic Ethos and Marist Traditions

- Demonstrate a personal commitment to the College Vision and Values underpinning the delivery of a Catholic education to students in our College community.
- Actively work to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Uphold the value and dignity of each person in relationships with staff, parents and students.
- Welcome our community warmly. Demonstrate a capacity to build a community where belonging prevails.
- Hold an image of our students as competent, capable, creative, responsible, resourceful and resilient.

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Classroom Practices

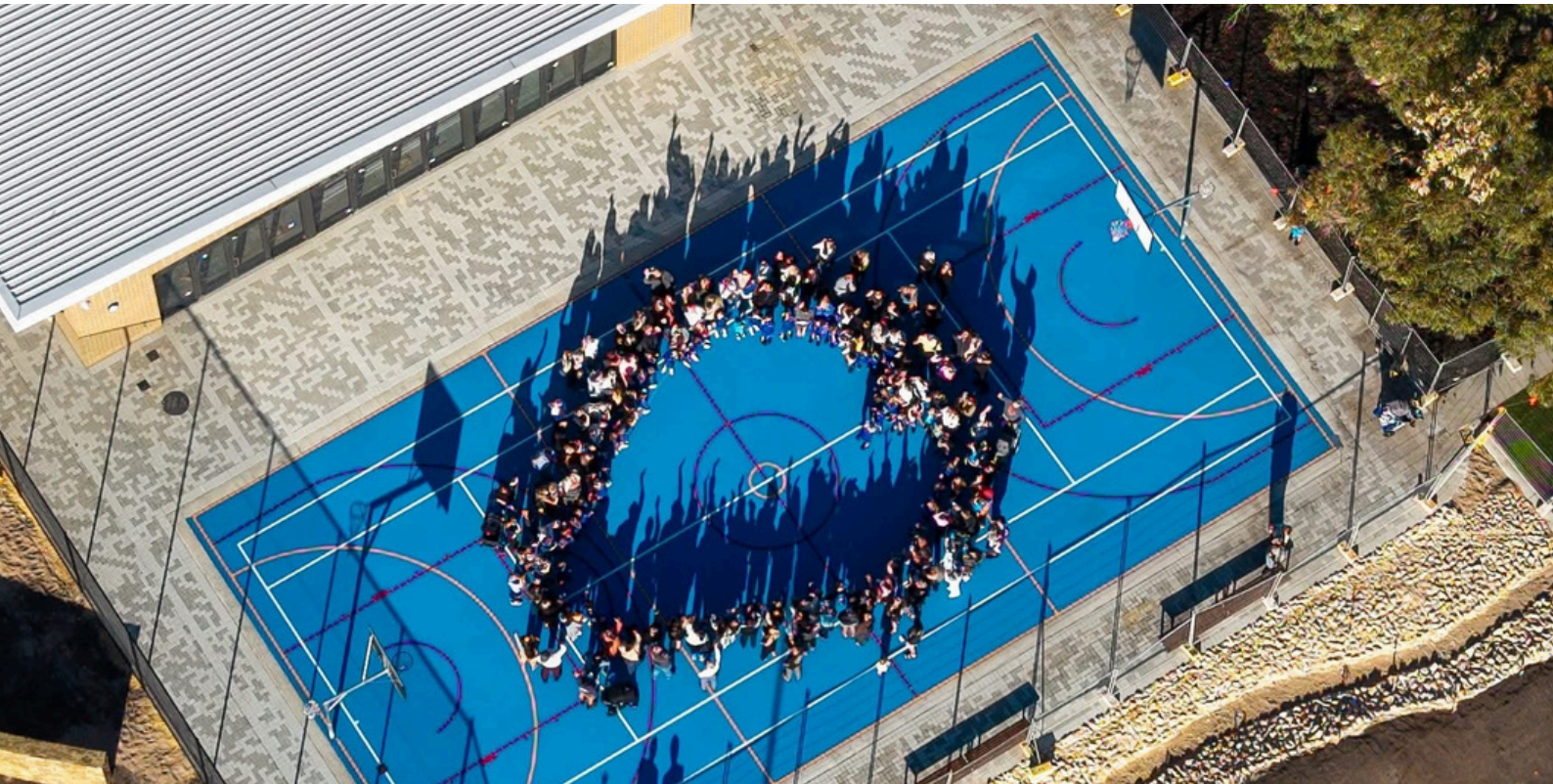
- Work closely with the Educator in the support of students in their care
- Support students by listening, encouraging, reassuring, directing, re-directing, explaining, reinforcing and practising skills, concepts and instructions
- Assist in the implementation of student learning experiences, both indoor and outdoor, encouraging students to work constructively and become engaged in tasks
- Accompany and supervise student/s to and in specific designated areas within the school and to activities external to the school, with the approval of the Principal and when parent permission has been sort and granted. E.g. excursions
- Support the learning needs of students in a play-based learning environment
- Help to ensure the organisation, management and maintenance of a safe and secure educational environment
- Support the creation of resource materials
- Assist with or supervise small group or whole-class activities
- Adapt and modify the classroom environment, materials and activities as required
- Assist with observing, charting and recording student activities, skills performance or specific behaviours
- Assist with the arrival and departure of students.
- Assist students with toileting and hygiene practices where necessary
- Assist with the care, monitoring and supervision of students' outdoor activities, including before school, recess and lunch time periods
- Participate in College community activities, such as Mass, sports days, swimming carnivals, assemblies, excursions etc
- Assist the educator with the general care and wellbeing of students, including attending to students with minor illnesses e.g. colds and the administration of minor first aid
- Foster a welcoming, safe and positive learning environment through the support and Implementation of the College's Behaviour Support Procedure and Class Charter
- Fulfil supervision duties as required by the duty roster
- Attend meetings and professional learning as necessary
- Other duties as requested by the Principal.

Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- As a condition of employment, staff are committed to Catholic values to cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96)
- Staff must be fully supportive of the objectives and ethos of Catholic Education
- Child safety and protection is a fundamental responsibility for everyone in the College
- Have completed or undertake to complete Accreditation in accordance with the CEWA Accreditation Framework.

Essential Criteria

- A genuine commitment to living and promoting the Catholic ethos of St Marcellin Catholic College and its Marist Vision and Values
- Ability to be patient, tolerant, reliable and flexible in the workplace
- Experience in an early childhood educational environment
- Demonstrated ability to empathise with and understand young children
- The proven ability to work collaboratively with others, build trust and display integrity
- A warm, welcoming disposition with a strong sense of confidentiality
- A high level of flexibility and compassion towards the students in our care
- Sound written and verbal communications skills
- Evidence of resilience and the capacity to adapt to challenge
- A willingness to be involved in the extra-curricular life of the College
- Must have completed or be willing to complete Senior First Aid Certificate
- Working with Children's Check
- Nationally Coordinated Criminal History Check
- Attainment in Diploma of Early Childhood Education and Care, or an equivalent recognised qualification



Position Details

St Marcellin Catholic College is seeking applications for Early Years Education Assistants to join our Foundation College in its third year of operation.

Title	General Education Assistant
Accountable to	College Principal
Hours of Work	0.6 FTE - 12 Months Fixed Term
Commencement	January 1, 2027

Application Process

To apply please submit:

- A covering letter referencing the essential criteria addressed to the Principal, Mrs Anita Da Silva
- A current resume stating relevant experience and including any accreditation certificates, certificate transcripts and the contact details of confidential referees.
- A current copy of your WWC card

Applications to be emailed to employment@stmarcellin.wa.edu.au

Applications close Monday 2 November, 2026 at 10.00am

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