



At Woodline Primary our greatest strength is understanding that each member of our community is unique. This drives our commitment to build an education setting that values equal opportunity, diversity and inclusion. We draw on the differences in who we are and our experiences, ensuring our school values and honours each individual and the collective. We welcome applications from any person who can offer their skills, experience and passion to fulfil the role. Applicants of diverse gender, religion, ethnicity, culture, sexuality, ability, neurodiversity or LGBTIQ+ and Aboriginal and Torres Strait Islander people are encouraged to apply.

### **Assistant Guide Position Description**

The role of the Assistant Guide is to support the Guide with the social, emotional and academic development of children at Woodline. This may be achieved through holding space for a child who needs to share their emotions or have a sensory break, assisting individuals or small groups with their learning, roaming the learning space or completing administration tasks. Assistant Guides are expected to follow the lead of the Guide while showing initiative and creativity.

### **Role**

Time Fraction: 0.47

Contract Duration: Term 3 and Term 4 2024 (with potential for rollover to 2025)

Days: Wednesday – Friday

Hours: 9.00am – 3.30pm

Commencing: Wednesday 17 July 2024

### **The Key Responsibilities of the Assistant Guide are to:**

- Undertake and maintain training in Emotional and Trauma Informed Practice, as provided for by Woodline
- Assist the Guide to meet the social, emotional and learning needs of each child
- Help maintain an inspiring learning space that supports and engages children
- Support student personal growth and development in accordance with the principles and values outlined in the Woodline Guiding Principles
- Conduct themselves in a way that is consistent with the expectations that are held for students and in-line with Woodline's Philosophy, Guiding Principles, Policies, Procedures & Child Safety Code of Conduct
- Commit to ongoing personal and professional development that enhances the effectiveness of the Woodline Philosophy and Guiding Principles and maintains current legislative requirements in relation to mandatory reporting and other Child Safe Standards requirements
- Act or Seek Advice or Report on all cases of suspected child abuse to comply with Duty of Care obligations

### **Key Selection Criteria**

- Embodying the ethos of the school is critical. Emotional wellbeing and relationships sit at the core of our school. Demonstrate an understanding of and examples of how you align with Woodline's philosophy and approach to education
- Demonstrate how you form, build and nurture relationships with a school community
- Demonstrate an openness to feedback, new experiences and philosophies and a flexible and creative approach
- Demonstrate ability to work as a collegiate, collaborative and effective team member

Please send your resume', cover letter and responses to the Key Selection Criteria to [careers@woodlineprimary.com.au](mailto:careers@woodlineprimary.com.au) by Friday 17 May 2024