



Mercedes College
ASPIRE EXCEL LEAD

POSITION DESCRIPTION

Position: Education Assistant - Inclusive Education

Reports to: Flexi Path Coordinator

Tenure: 1x Semester 2 Vacancy and 1x Ongoing Vacancy

Status: Full Time - 32.5 hours a week

COLLEGE BACKGROUND

Mercedes College is a Catholic secondary school for girls in Years 7 to 12, governed by Mercy Education Limited and grounded in the Mercy Tradition. Situated in the heart of the City of Perth and part of the City's heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls' school in Australia on the original site of foundation.

Since opening in 1846, the College has demonstrated a commitment to providing the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

We are inviting applications for the following position from individuals who will bring expertise, enthusiasm, innovation and a commitment to the shared Vision of the College. It is essential applicants be prepared to support the ethos, values and mission of the College.

OVERVIEW OF THE POSITION

As an Education Assistant in Inclusive Education at Mercedes College, you will support a diverse range of students, including those who are talented, have Specific Learning Difficulties (SLD), or disabilities.

The role duties include ensuring a safe learning environment, supervising students within the school and on external activities, and assisting with tasks tailored to students' abilities. You will also collect data on student progress, adapt classroom materials, and maintain professional communication with staff, students, and parents.

KEY DUTIES / RESPONSIBILITIES

PASTORAL

- Advocate and support the ethos, Mercy values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition across all sectors of the College, including students, staff and parents
- Ensure all undertakings are student focused

CLASSROOM

- Provide a child-safe learning environment for all students
- Support, accompany and supervise students 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 sought and granted, e.g. excursions and work experience
- Ensure every student experiences teaching and learning opportunities at the highest possible standard
- Build positive relationships with staff, students and parents as part of a cohesive team
- Assist students to complete tasks that have been tailored to their ability level within established timelines
- Complete a variety of administrative tasks, including modification of resources as required under teacher direction
- Work with individuals and small groups under teacher direction
- Collect data through observation or assessment on student academic and behavioural progress
- Adapt classroom activities, assessments and/or materials under teacher direction for the purpose of supporting and reinforcing classroom objectives
- Use information and communication technologies safely, responsibly and ethically
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Record all parent contact, pastoral concerns and actions on SEQTA
- Maintain high standards of professional communication with all stakeholders

OTHER

- Comply with the Mercy Education Limited Code of Conduct, management directives and approved policies and procedures
- Engage in the co-curricular life of the College
- Actively participate in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the time frame provided
- Assist in the coordination of and actively participate in various school functions
- Comply with the staff dress code at all times
- Attend events that maybe outside of school hours as required
- Any other duties as directed by the Principal or their delegate

SELECTION CRITERIA

- Commitment to the ethos and values of Catholic and Mercy education
- Experience in assisting students with Specific Learning Difficulties/Disabilities
- Demonstrate flexibility in a variety of circumstances and the ability to adapt to changing work priorities
- A proven ability to work with others, build trust and display integrity
- A high level of confidentiality and compassion towards the students in our care
- Excellent interpersonal, communication and problem solving skills
- Demonstrated high level of written and oral presentation skills

CONDITIONS OF EMPLOYMENT

Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 and the Catholic Education Commission of Western Australia Policy Statements and school based policy statements.

Remuneration will be dependent on years/qualifications as an Education Assistant.

Support for the ethos and mission of the College as outlined in documents on our website: www.mercedes.wa.edu.au

The successful candidate will also require:

- A current Working with Children Check Card (WWC)
- A National Police Clearance (no older than 90 days)
- Accreditation to work in a Catholic School or preparedness to work towards it
- Undergo Mandatory Reporting training
- Undergo Staff Code of Conduct training

APPLICATIONS

Applicants must provide a covering letter addressing the selection criteria, a detailed curriculum vitae and the names of three referees, one of whom must be the current employer.

Please include all relevant documentation into one PDF document prior to submission.

Applications must be in writing addressed to the Principal, Dr Lucie McCrory, and emailed to employment@mercedes.wa.edu.au by 9.00am 26 June 2026.

We encourage you to apply as soon as possible as we reserve right to close this vacancy early.

Confidential queries about this position can be directed to employment@mercedes.wa.edu.au

LINKS

- WA Catholic School Teachers Enterprise Agreement - CEWA.edu.au
- Mercy Education Limited Code of Conduct - mercy.edu.au/Code of Conduct
- Mercy Education Limited Policies - mercy.edu.au/resources/policies