

Ignite ambition



John Paul College
Unity | Christ | Learning



Position Title	Kindergarten Inclusion Support Learning Assistant
Department/Faculty	Kindergarten - Early Education
Classification	JPC EBA 2025 Teacher Aide Level 2 or 3
Employment Type	Part-time Contract
Reporting Manager	Head of Early Education
Prepared	June 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our motto – Unity | Christ | Learning – continues to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The **Kindergarten Inclusion Support Learning Assistant** at John Paul College provide physical, social, and emotional care to children in the Kindergarten, with a focus on including children with diverse needs.

Reporting Relationships

The **Kindergarten Inclusion Support Learning Assistant** reports directly to the Head of Early Education.

The **Kindergarten Inclusion Support Learning Assistant** will also work closely with Deputy Principal – Head of Primary, Teachers, Educators, Students, Parents, Visitors to the College, and other employees of the College.

Key Responsibilities

Working alongside our classroom teachers, the role will provide targeted support to children with additional needs, helping them thrive in our inclusive early learning environment.

A **Kindergarten Inclusion Support Learning Assistant** at John Paul College will be responsible for:

1. Support Inclusion:

- Assisting in the preparation, implementation, and evaluation of developmentally appropriate programs for individual children or groups, with a focus on inclusion.
- Work as an additional member of the learning assistant team to increase the number of learning assistants in the care environment when a child with high support needs is attending.
- Share daily tasks and responsibilities to support the participation of all children across all program aspects.
- Interact with all children and provide support to individual children when needed, including those with high support needs.

2. Collaborate with Learning Assistant Team:

- Work as a member of the team, sharing the daily tasks and responsibilities to support the participation of all children across all program aspects.
- Carry out roles similar to other educators in the room, interacting with all children and providing support to individual children when needed.
- Discuss and clarify daily roles and responsibilities within the team, including implementing the Strategies and Actions in Individual Education Programs (IEP)
- Recording observations of individual children or groups for program planning purposes for qualified employees.
- Working with individual children with particular needs, under direction.
- Undertaking and implementing the requirements of quality assurance.
- Completing tasks and responsibilities as otherwise directed by an employee of the

College with the authority to direct employees.

3. Implement Inclusive Practices:

- Assist in implementing the 'Strategies' and 'Actions' identified in the IEP to ensure individual children are accessing the program and addressing barriers to inclusion.
- Ensure that all learning assistants have an opportunity to discuss and clarify daily roles and responsibilities within the team.

4. Engage with Families:

- Explain the role of the Support Inclusion Learning Assistant to families, emphasizing that the learning assistant works as a member of the team to meet the needs of all children.
- Provide information to families about the inclusive approach and how it benefits all children.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

- Experience working with children with additional needs.
- Knowledge of inclusive practices and strategies to support children with additional needs.
- Empathy and understanding of the needs of children with additional needs.
- Flexibility and adaptability in a dynamic care environment.
- Commitment to providing a quality inclusive service.
- Strong interpersonal skills with the capacity to build positive, respectful relationships with students, parents, and colleagues.
- Resilience and flexibility in managing high-pressure, complex, and evolving situations.
- High level of discretion and professionalism in handling sensitive and confidential information.
- Ability to work collaboratively within a team environment, as well as independently when required.
- Outstanding communication skills with a commitment to delivering exceptional service, supported by cultural awareness and empathy.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- A Certificate III or IV in Education Support (or equivalent).
- Current First Aid certificate, or ability to obtain.
- Current Blue Card / Positive Notice Working with Children check or ability to obtain.
- Child Safety Certificate via Gecko, or ability to obtain.

Experience

- Experience working with children with additional needs.
- Knowledge of inclusive practices and strategies to support children with additional needs.

Selection Criteria

1. Demonstrated knowledge and understanding of inclusive education principles and strategies to support children with additional needs in an early childhood setting.
2. Demonstrated experience working directly with children with additional or high support needs in an educational or care setting.
3. Proven ability to work effectively as a member of a team, particularly within an educational or care setting.
4. Demonstrated capacity to manage the demands of a dynamic care environment with flexibility, resilience, and a consistent commitment to quality inclusive practice.
5. Exceptional interpersonal and communication skills, with a demonstrated ability to build and maintain strong relationships with students, families, staff, and external stakeholders, including through regular updates and family engagement initiatives.

EBA Conditions

- This employment is covered by the *John Paul College Enterprise Bargaining Agreement (EBA) 2025* as amended from time to time.
- The position will be classified in accordance with the EBA and dependent on years of experience.
- This engagement is on a part-time basis, with the regular working hours being 9am – 2pm, Monday – Friday.
- This engagement is on a contract basis and will cease on November 27, 2026.
- You will be entitled to leave (annual leave, personal/carer's leave, long service leave, compassionate leave, parental leave, community service leave and family and domestic violence leave in accordance with the Agreement and the *Fair Work Act 2009* (Cth) as amended from time to time.
- Superannuation contributions will be made in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) to a complying superannuation fund of your choice, or to the College's default fund if no nomination is made. The College will contribute superannuation at the rate of 12.75% of your ordinary time earnings, which exceeds the minimum requirement of 12% under the Superannuation Guarantee.