



Position Description

*Inspiring brave hearts and curious minds
in an academically excellent Montessori environment.*

POSITION TITLE	Education Assistant – Mid-Year Reception
APPOINTMENT HOURS	0.47 FTE – Semester 2 2026 Contract 17.5hrs per Week Monday to Friday 09:00 -12:30 Commencing 21 st July 2026
REPORTING WORKING RELATIONSHIP	Responsible to the Principal & Classroom Teacher Works Collaboratively with members of the Junior Primary Team, supporting all staff & students as required.
ENTERPRISE AGREEMENT	As per Award classification held, and the Southern Montessori School Enterprise Agreement
PROBATION REMUNERATION	Subject to satisfactory 3-month probationary period \$63,342.74 to \$74,018.72 1.0 FTE Equivalent (dependent on relevant experience).

Southern Montessori is a thriving co-educational ELC - Year 9 school that follows the Montessori philosophy.

“The aim of Montessori education is to foster autonomous, competent, responsible, adaptive citizens who are life-long learners and problem solvers.”

(Montessori Education: Key Concepts and Practices, American Montessori Society, 1990)

Our learning environments nurture children’s social, emotional, and academic development in an atmosphere of trust, respect, and rigorous inquiry. Children are supported to develop independence, self-discipline and initiative through structured freedom and purposeful engagement. The mixed-age learning setting encourages collaboration, leadership and peer learning, honouring each child’s strengths, needs and interests.

This document should be read in conjunction with the Staff Handbook.

Position Objective:

The Education Assistant contributes to the provision of a healthy, safe, and secure learning environment consistent with Montessori principles. They work under the guidance of the Classroom Teacher, supporting the delivery of high-quality teaching and learning programs that meet the developmental needs of Reception-aged children.

Key Areas of Responsibility

Educational Support

- Assist individual children to follow the Montessori work cycle and protect focused learners from interruption.
- Support students' well-being and learning through positive, proactive interaction.
- Provide positive behaviour guidance in line with school policies and Montessori philosophy.
- Work collaboratively with the teacher to implement and maintain a calm, purposeful learning environment.
- Assist with planning, preparation and implementation of learning programs to meet individual and group needs.
- Monitor, observe and document student engagement and progress as directed.
- Provide active supervision during transitions, outdoor play, and lunch periods when required.
- Support children in maintaining an orderly, clean and safe classroom environment.

Administration

- Complete clerical tasks such as photocopying, filing, preparation of materials, and collation of student work.
- Assist with term preparation tasks, classroom setup, and resource organisation.
- Maintain confidentiality of all information relating to children, families and staff.
- Support accurate record-keeping and documentation as directed by the teacher or leadership team.

Environment and Safety

- Assist in maintaining a safe, clean and well organised classroom and outdoor environment.
- Assist in major clean ups, end of term organisation, and annual classroom reset as required.
- Follow Work Health and Safety procedures and promptly report hazards or concerns.
- Demonstrate awareness of, and adherence to, all relevant school policies and legal obligations.

Professional Practice

- Attend Montessori training workshops as a minimum requirement and engage in ongoing professional learning.
- Participate in staff meetings, inhouse training and school functions as requested.
- Accept supervision, seek guidance when required and work cooperatively as part of a collaborative team.
- Demonstrate professional conduct, reliability and integrity at all times.
- Contribute positively to the culture and values of Southern Montessori School.

Key Selection Criteria: Qualifications, Skills and Experience

Essential Qualifications and Requirements

- Certificate III in Education Support (Highly Regarded)
- Montessori qualifications (desirable).
- Current First Aid Qualification.
- Current Responding to Risks of Harm, Abuse and Neglect certificate.
- Current Working With Children Check (WWCC).
- Willingness to undertake Montessori training when offered.
- Experience supporting learning programs in an early years or primary environment (desirable).

Essential Skills and Experience

- Effective Communication skills, both oral and written.
- High Level of self-motivation with the ability to work independently and collaboratively.
- Ability to interact positively with children and families, fostering trusting relationships.
- Strong organisational and time management skills.
- Developed observation and recording skills.
- Ability to follow supervision and seek clarification where needed.
- Understanding of positive behaviour guidance aligned with Montessori principles.

Knowledge

- Understanding of child development needs of Reception-aged children.
- Understanding of Montessori philosophy or willingness to learn.
- Sound understanding of Work Health & Safety requirements.
- Willingness to develop working knowledge of school IT systems, policies and procedures.

Personal Attributes

- Reliable, proactive, and self-motivated with strong problem-solving skills.
- Calm and professional under pressure with a willingness to assist others.
- Strong attention to detail and accuracy in all work.
- Commitment to personal growth and continuous learning.
- Demonstrated ability to uphold confidentiality, professionalism, and integrity



53 Galloway Road, O'Sullivan Beach
South Australia 5166
T. 08 8384 7233
www.southernmontessori.sa.edu.au
admin@southernmontessori.sa.edu.au
ABN. 28 580 543 405

Work Health, Safety & Wellbeing:

- Take reasonable care for own personal safety and that of others.
- Comply with WHS legislation, policies, and procedures.
- Report hazards and incidents promptly.
- Participate in training and workplace safety initiatives.

Conditions of Employment:

- Employment is under the terms and conditions of the Southern Montessori School Enterprise Agreement.
- Participation in performance reviews and professional learning is required.
- Staff must ensure that the data they collect, access, or retain is managed in accordance with School Policy.
- Southern Montessori School is committed to the safety, wellbeing, inclusion, participation and empowerment of all children and young people.

Applications close Friday 29th May 2026 at 3:00pm and will be reviewed and advanced as they are received.



DECLARATION

I have read and understood the Preschool Assistant Position Description and advise that:

- *I possess the knowledge, skills and experience to satisfy the requirements of the position*
- *I am fit and able to undertake the work involved*
- *I agree to carry out the responsibilities and duties of this position diligently and to the very best of my ability.*
- *I am medically fit to undertake the work required.*
- *I understand that it is a continuing condition of employment that I remain a fit and proper person with no criminal convictions for abuse, neglect & assault.*
- *I understand that illegal drugs, alcohol during operating hours, or supervision of children while impaired are strictly prohibited.*
- *I understand that smoking is prohibited on site and agree to comply with all related policies.*

Name of Applicant

Date

Name of Witness

Position

Date