



CLAREMONT COLLEGE

An Anglican Co-Educational Primary School

Teaching and Learning Assistant

Claremont College, Randwick NSW

Full-time | Commencing Term 1 2026

Claremont College is excited to introduce our new Preparatory programme in 2026, *Wylie Cottage*, a dynamic, future-focused School Readiness Programme for 4- and 5-year-old children in the year before they start Kindergarten. We are seeking an experienced Teaching and Learning Assistant to help establish and develop this exciting new chapter in our school's journey.

Named after our distinguished alumna, Mina Wylie, Olympic silver medallist and trailblazer for women in sport, *Wylie Cottage* reflects the Claremont spirit of collaboration, compassion, and innovation.

Why Join Claremont College?

- Be part of a new, architecturally designed, purpose-built preparatory school program within a leading Junior school.
- Collaborate with a dedicated team including a Preparatory teacher, specialist subject teachers, and learning support professionals.
- Inspire curiosity and confidence through a rich, intentional play-based curriculum that includes early literacy, numeracy, physical development and spiritual growth.
- Access whole-child support services, including counselling, a school nurse, and developmental screenings.
- Enjoy a values-driven workplace where collaboration, compassion and innovation shape every aspect of school life.
- Join a community that actively supports and promotes the Christian mission of the school, nurturing students in faith, character and service.

Key Responsibilities

- Work collaboratively as a member of the Preparatory educational team, contributing to planning and discussions for individual children.
- Prepare and organise classroom resources, adapting learning materials to meet the diverse needs of students.
- Provide individual and small-group support to students to reinforce learning goals.
- Assist with supervising students during lessons, playtime, and transitions.
- Support the practical needs of young learners (e.g., routines, self-help skills, transitioning into school).
- Help maintain a safe, inclusive, and positive classroom environment.
- Communicate effectively and professionally with staff, students, and families.
- Uphold the values and ethos of the school in all interactions.
- Prepare indoor and outdoor learning environments.
- Assist with administrative and organisational tasks as required.

About You

Qualifications and Experience

- **Essential**
 - Certificate III in School-Based Education Support, OR an equivalent qualification in the early years.
 - Experience working with young children (early years preferred).
 - Proven ability to work collaboratively as part of a team.
- **Desirable**
 - Certificate IV in School-Based Education Support, particularly with training in supporting diverse student needs.
 - Experience in a Preparatory or early childhood setting.
 - Experience in supporting the diverse needs of learners.

Personal Attributes

- Warm, caring, and patient disposition with young children.
- Strong communication and interpersonal skills.
- Adaptable and flexible in a dynamic classroom environment.
- Commitment to confidentiality and professionalism.
- A collaborative spirit and willingness to contribute to the life of the school.
- Willingness to support the values and Christian ethos and mission of the school.

Conditions

- The position is a permanent, full-time role, with working hours from 8:00am to 3:30pm on Tuesday, Wednesday, Thursday, and Friday, and 8:30am to 4:30pm on Monday (for Weekly Staff Meetings) during term time only.
- The Position is classified and remunerated in line with the school's Teaching and Learning Assistant salary scale (CMEA 2025)
- Reports to: Preparatory Teacher and Head of Inclusive Learning.

How to Apply

Applications to be submitted by **5:00 pm, Sunday 19 October 2025**, to employment@claremont.nsw.edu.au or via SEEK, addressed to Mrs Janelle Ford, Acting Principal.

Applications must include:

- Cover letter identifying your professional experience, strengths and areas of expertise regarding the position;
- Full CV with qualifications and;
- The names and contact details of 3 referees, on request.