



Preparatory Teaching and Learning Assistant

Claremont College, Randwick NSW

Full-time | Immediate Start

Claremont College has introduced this year our inaugural Preparatory programme, *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 join our expanding team and to further 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, innovation, and possibility.

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 Preparatory and specialist subject teachers.
- 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 school's Christian mission, nurturing students in faith, character, and service.

Key Responsibilities

- Work collaboratively as a member of the educational team, contributing to planning and discussions for individual children.
- Prepare and organise classroom resources, adapting learning materials to meet students' diverse needs.
- 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).
- 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 education support or 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 students with diverse learning needs.
 - Experience in a Preparatory or early childhood setting.
 - Current First Aid certificate (HLTAID012 – Provide First Aid in an education and care setting).

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 hours of work from 8:00 am to 3:30 pm on Tuesday, Wednesday, Thursday, and Friday, and 8:00 am to 4:30 pm on Monday (for Weekly Staff Meetings) during term time only.
- The Position is classified and remunerated in line with the school's Teaching Assistant salary scale (MEA)
- Reports to: Head of Preparatory.

How to Apply

Applications to be submitted by **COB Monday, 2 March 2026**, to employment@claremont.nsw.edu.au or via SEEK, addressed to Mrs Janelle Ford, Interim Principal.

Applications must include:

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