

Role Description

clever • skilled • creative

Position Title

Teacher Aide (Identified)	Job Ad Reference
	State School/State High School/Special School or other education institution
Work Unit	Education Queensland
Location	Various schools throughout the State
Classification	TA002 Other Than Public Servant Award
Job Type	38 hours per week
Salary Range	per annum
Contact Officer	Plus superannuation contributions of up to 12.75% of your annual salary.
Contact Telephone	
Closing Date	

Your employer

The Department of Education and Training (DET) seeks to engage Queenslanders in lifelong learning by providing high quality, accessible services to the state's education and training sectors. DET is a diverse organisation with the largest workforce in the state. We provide services through three broad service delivery areas:

- Early Childhood Education and Care leads early childhood development and education policy, and regulates the provision of childcare services;
- Education Queensland Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels; and
- Training and Skills Queensland Division manages 13 TAFE institutions, regulates nine Queensland universities, 26 non university higher education providers and supports the regulation of approximately 1350 registered training providers.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and Departmental support structures.

For more information on the Department of Education and Training, please visit our website at www.deta.qld.gov.au



Your opportunity

As the Teacher Aid (identified), you will:

- Contribute to the provision of a quality educational service by assisting and supporting teachers with the preparation/enhancement of learning materials and associated activities.

The position of Teacher Aide (identified) is responsible to the Principal and may report directly to a number of teachers. The reporting relationship to teachers may be changed by the Principal on a regular basis to fulfil specific needs within the school. On occasions Teacher Aides may report to the Business Services Manager. When supporting students with specific health procedures, a Teacher Aide will be under the direct or indirect supervision of a registered nurse or medical practitioner.

Your role

THE DUTIES OF A TEACHER AIDE MAY INCLUDE A MIX OF ANY OF THE FOLLOWING ACTIVITIES: These activities are not exhaustive, however, and other relevant activities may be performed by teacher aides provided that such duties are appropriate having due regard to the nature, classification level and purpose of the position.

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Specific Literacy and Numeracy duties may include:
 - Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
 - Displaying respect and empathy for students with high level needs.
 - Displaying confidentiality, tact, reliability and sensitively to students and their families.
 - Support for teachers in providing learning materials for students at risk
 - Working with small groups as well as individual students
 - Use of computers when working with students
 - Clerical assistance duties including typing teachers' notes and work programs, duplicating/ photocopying teaching materials, checking bus lists, collation and duplication of exam papers, recording of examination results, compiling students results records, assisting in organising off-site activities etc.
 - Maintaining anecdotal records on students for use in reviewing student's development.
 - Reading aloud and storytelling.
- Assisting teacher with class activities, and class supervision
 - Assisting teachers and students with sporting activities and with school excursions.
 - Assisting in the supervision of education activities, under the direction of a teacher.
 - The compiling and supervising of class rolls.
 - Assisting teaching staff with playground/bus supervision.
 - Collecting money from students for various school activities as required.
 - Assisting with science demonstrations, textile and cooking classes; e.g. collation of food lists, purchasing, preparation and storage of materials.
 - Assisting students to find reference materials.
 - Listening to students' reading.

- Assist students with special needs, this may in certain circumstances extend to moving disabled pupils, assisting with positioning, assisting with meals, toileting and dressing of pupils unable to care for themselves. Suitable training is essential.
- Contributing to the welfare, health and safety of students including the delivery of first aid. Where the teacher aide is required to administer first aid, the teacher aide would be required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications would be met from school funds.
- Care of equipment.
 - Management and stocktaking of equipment and resources.
 - Assisting in preparing, storing, making available and clearing away teaching equipment and materials.
 - Laundering linens.

A mandatory requirement of this role is:

- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as permitted by and arguable under Sections 25, 104 and 105 of the *Queensland Anti Discrimination Act, 1991*.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has:

1. Ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
2. Knowledge, skills and ability to work as a teacher aide in a responsible way.
3. Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.
4. Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.
5. Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.
6. Willingness to undertake specific training to enhance student support as necessary.

Additional information

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- The TSS Title Code B17 (Tchr Aide-Spec Class) is a specific title for teacher aides working in locations that aren't special schools but where they are entitled to the allowance (HED 166 – Special Ed Teacher Aide Allowance) due to their involvement with special education programs.
 - Applicants will need to nominate at least one Aboriginal person or Torres Strait Islander person who is recognised and accepted within the Indigenous community as a referee to support their ability to meet point 1 of the 'How you will be assessed' section above.
 - TAOO2 level appointees will progress to classification TAOO3 level 1 by fulfilling the following criteria:
 - Twelve months service at TAOO2 level 4;
 - A minimum current competency standard of Australian Qualifications Framework (AQF) Certificate III, or successful assessment against the required competency standards for the Certificate III in Education Support or agreed alternative; plus
 - A current Senior First Aid Certificate or equivalent.

- The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a "working with children check" as part of the employment screening process. DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.ccypcg.qld.gov.au/> or on the Commission's website at: <http://www.bluecard.qld.gov.au/>
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.
- Further information about the benefits of working for the Department of Education and Training including superannuation, flexible work life and leave is available through www.jobs.qld.gov.au/benefits/benefits .
- The Department of Education and Training is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- Applicants are advised that the Department of Education and Training will initiate a criminal history check by the Queensland Police Service on the nominated applicant. DET may also initiate a discipline history check.
- Applicants are advised they will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment.
- The appointee to this position may be required to complete a period of probation in accordance with Section 126 of the *Public Service Act 2008*.
- For further information refer to the Department of Education and Training's Applicant Information Bulletin (available through www.jobs.qld.gov.au and searching on a specific Job Ad Reference).

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JEMS Approval Date: **July 2004** Reformatted: **February 2010**

JEMS number: **09217**

TRIM: **09/112637**

JEMS codes are B=2-b= 38 B+2+ 33 B=1=I+ 33 Service/Support Total Score 104 (TAOO2)