

VRN: #	Closing date: 09/10/06
RETURN APPLICATIONS TO: The Registrar, Chancellor State College, PO Box 7066, SIPPY DOWNS 4556	
FURTHER ENQUIRIES: Gail Russell – 5453 3111	



POSITION DESCRIPTION

Position Title:
TSS Position Titles:

Work Unit:

Location:
Classification:

JEMS Review Date:
PD Approved:

Teacher Aide (Generic)
B11 Teacher Aide or
B17 for Teacher Aide-Special Education
Classes (see Additional Factors)
State School/State High School/ Special
School or other education institution
Throughout the state
TAO02 (Other Than Public Servant Award)
(38 hours per week)
July 2004
August 2005

DEPARTMENT OF EDUCATION AND THE ARTS

The department has a dual focus of delivering quality education services to all Queensland school students and to provide advisory and advocacy services for arts and cultural development in Queensland.

The department's vision for education is to ensure that all Queensland students become active citizens in a learning society – *the Smart State*. The central purpose of education in Queensland is to create a safe, tolerant and disciplined environment within which young people prepare to be active and reflective Australian citizens with a disposition to life long learning. The department provides quality education services to all state school students through the auspices of Education Queensland.

The department's vision for arts is for a *Creative Queensland*. Its mission is to achieve this by working with partners to create a cultural environment that maximises quality of life, social equity and economic independence in Queensland.

ROLE OF THE TEACHER AIDE

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

SELECTION CRITERIA

Your application for this position should specifically address each of the selection criteria listed below. Shortlisting and selection will be based upon responses to these selection criteria.

- SC1** Possess knowledge, skills and ability to work as a teacher aide in a responsible way.
- SC2** Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.
- SC3** Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.
- SC4** Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.
- SC5** Willingness to undertake specific training to enhance student support as necessary.

PROGRESSION ARRANGEMENTS

Teacher aides will progress to classification TAO03 level 1 by fulfilling the following criteria:

- ◆ Twelve months service at TAO02 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.

ADDITIONAL FACTORS

- ◆ 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" classes.
- ◆ 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. 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.childcomm.qld.gov.au/>
- ◆ Confirmation of employment is conditional upon the preferred applicant being issued with a *Suitability Card* from the Commission for Children and Young People and Child Guardian.
- ◆ A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles
- ◆ The appointee to this position may be required to complete a period of probation in accordance with Section 73 of the Public Service Act 1996. A person not already a Queensland Public Servant who is appointed as an officer on tenure will be subject to the satisfactory completion of a probationary period of 8 months. General (non-tenured) employees will be subject to the satisfactory completion of a probationary period of 3 months.
- ◆ For further information refer to the Department of Education and the Arts' Applicant Information Bulletin (available through www.jobs.qld.gov.au and searching on a specific Vacancy Reference Number).

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JEMS Review Date: 27/7/04

JEMS codes are B=2-b= 38 B+2+ 33 B=1=I+ 33, Total Score 104 Service (TAO02)

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Gail Russell – 5453 3111



**Queensland
Government**

Department of
Education and the Arts

POSITION PROFILE

Teacher Aide (Generic) (TA002)

SCHOOL/WORK UNIT:

State School/State High School/Special
School or education institution

DISTRICT/LOCATION:

Throughout the state

WORK ENVIRONMENT:

Schools perform a vital role in providing a quality education service to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence, and develop social and vocational skills. Schools also aim to facilitate and support participation among parents/carers, students, administrators, teachers, teacher aides and persons in the school community, and between the school and the departmental support structures.

REPORTING RELATIONSHIPS:

The position of teacher aide 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 registrar. 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.

MAJOR RESPONSIBILITIES:

In regard to Selection Criterion one (SC 1) the responsibilities of the position are such that the successful appointee should demonstrate knowledge, skills and ability to assist teachers with students -

- *requiring learning support, some of whom may have special needs, and/or*
- *requiring additional literacy and numeracy activities.*

In regard to Selection Criterion five (SC5), training may involve completion of the Certificate III in Education Support, and/or student specific training.

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.

- ◆ Assisting teachers and students with sporting activities and with school excursions.
- ◆ Management and stocktaking of equipment and resources.
- ◆ Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
- ◆ Maintaining anecdotal records on students for use in reviewing student's development.
- ◆ Displaying respect and empathy for students with high level needs.
- ◆ Displaying confidentiality, tact, reliability and sensitively to students and their families.
- ◆ The compiling and supervising of class rolls.

- ◆ 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.
- ◆ Assisting in the supervision of education activities, under the direction of a teacher.
- ◆ Assisting in preparing, storing, making available and clearing away teaching equipment and materials.
- ◆ Assisting teaching staff with playground/bus supervision.
- ◆ Collecting money from students for various school activities as required.
- ◆ 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.
- ◆ 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.
- ◆ Listening to students' reading.
- ◆ Reading aloud and storytelling.
- ◆ Assisting with science demonstrations, textile and cooking classes; e.g. collation of food lists, purchasing, preparation and storage of materials.
- ◆ Laundering linens.
- ◆ Care of equipment.
- ◆ Assisting students to find reference materials.
- ◆ Specific Literacy and Numeracy duties may include:
 - 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

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JEMS Review Date: 27/7/04

JEMS codes are B=2-b= 38 B+2+ 33 B=1=l+ 33, Total Score 104 Service (TAOO2)

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**Queensland
Government**

Department of
Education and the Arts

POSITION PROFILE

Teacher Aide (TA002) Special Education

SCHOOL/WORK UNIT:

State School/State High School/Special
School, Special Education Unit,
Special Education Development Unit
or education institution

DISTRICT/LOCATION:

Throughout the state

DATE:

April 2005

WORK ENVIRONMENT:

Schools perform a vital role in providing a quality education service to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence, and develop social and vocational skills. Schools also aim to facilitate and support participation among parents/carers, students, administrators, teachers, teacher aides and persons in the school community, and between the school and the departmental support structures.

REPORTING RELATIONSHIPS:

The position of teacher aide is responsible to the principal and may report directly to the Head of Department Special Education, Teacher-in-Charge and/or 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 registrar. 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.

MAJOR RESPONSIBILITIES:

In regard to Selection Criterion one (SC 1) the responsibilities of the position are such that the successful appointee should demonstrate knowledge, skills and ability to assist teachers with students with special needs –

- *located in a special education facility;*
- *that require regular physical support and assistance; and*
- *requiring learning support.*

In regard to Selection Criterion five (SC5), training may involve completion of the Certificate III in Education Support, First Aid and/or student-specific health procedures.

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.

- ◆ The teacher aide is required to work as part of a team together with teachers, administrators and specialist advisors, to support students with high support needs in areas such as intellectual impairment, hearing impairment, visual impairment, physical impairment, speech/language impairment and Autistic Spectrum Disorder, or combinations of these.
- ◆ The teacher aide must be sensitive to the needs and abilities of the students he/she is supporting so that he/she is able to offer support while encouraging the students to develop independence.
- ◆ The teacher aide must be prepared to attend planning meetings with staff and with parents of students with disabilities.
- ◆ On a voluntary basis, teacher aides may be appointed to undertake student-specific health procedures, after training by and under the direct or indirect ongoing supervision of a registered nurse or medical practitioner. Costs for training to be met by the school.
- ◆ Assist students with additional needs, this may extend to moving disabled pupils, assisting with positioning, meal time assistance, toileting and dressing of pupils unable to care for themselves. Suitable training, in using hoists, manual handling of students, etc. is essential.
- ◆ Assisting teachers and students with sporting activities and with school excursions.
- ◆ Management and stocktaking of equipment and resources.
- ◆ Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
- ◆ Maintaining anecdotal records on students for use in reviewing students' development.
- ◆ Displaying respect and empathy for students with high level needs.
- ◆ Displaying confidentiality, tact, reliability and sensitively to students and their families.
- ◆ The compiling and supervising of class rolls.
- ◆ Implementing computer assisted learning strategies with students.
- ◆ Clerical assistance duties including typing teachers' notes and work programs, duplicating/ photocopying teaching materials, checking bus lists, compiling students results records, assisting in organising off-site activities etc.
- ◆ Assisting in preparing, storing, making available and clearing away teaching equipment and materials.
- ◆ Assisting teaching staff with playground/bus/taxi supervision.
- ◆ Collecting money from students or parents for various school activities as required.
- ◆ 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.
- ◆ Using software programs to support student learning.
- ◆ Listening to students' reading and implementing reading intervention strategies.
- ◆ Reading aloud and storytelling.
- ◆ Assisting students with education activities, at the direction of a teacher.

- ◆ Care of equipment, including hoists, wheelchairs, augmentative communication devices and/or other specialised equipment required by students or teachers.
- ◆ Assisting students to find materials.
- ◆ Specific Literacy and Numeracy duties may include:
 - 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

ADDITIONAL INFORMATION:

- ◆ All teacher aides are required to record their commencing and ceasing time each day in the timebook provided for that purpose.

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