

VRN: #
RETURN APPLICATIONS TO:
FURTHER ENQUIRIES:

Closing date:



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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