

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Teachers' Aides' Award 1979 Education Assistants (Government) General Agreement 2010 or as replaced
Group: Schools	Effective Date of Document 25 January 2013
Directorate: Education Regions	
Branch: School	
Section:	

THIS POSITION			
Title:	Education Assistant (Mainstream)		
Classification:	Level 1		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title: Nil	Classification:	Position No:	Number of FTE's Controlled:

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager/Registrar		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title	Level	Position Number	
Various			

TITLE Education Assistant (Mainstream)	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 25 January 2013
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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

TITLE Education Assistant (Mainstream)	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 25 January 2013
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ROLE

An Education Assistant (Mainstream) supports the Department of Education's main objective of teaching and learning of students through assisting teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Employees at this level work under direct supervision performing routine tasks which require a basic competency. Such competencies will be used within established routines, methods and procedures that are predictable. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

Under teacher direction, the Education Assistant (Mainstream) can be expected to perform tasks within the following range:

- assists the teacher in the delivery of planned education programs, including the operation of computers; and, under teacher direction, implements individual or small group programs or demonstrations
- assists with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstration, and assisting the teacher with clean and safe storage of items after classes and activities
- assists the teacher with the care and supervision of students in out-of-class activities and on school excursions
- assists the teacher with the general care and well being of students, including attending to students with minor illnesses e.g. colds, or students in needs of minor first aid
- assists the teacher in the preparation and distribution of food for students' morning tea in the pre-primary and pre-school areas
- assists with arrival and departure of students travelling on buses
- assists students undressing, bathing, dressing, toileting and, where necessary, cleans soiled clothing and areas
- assists with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements and reporting these to the teacher
- provides administrative support and may in accordance with school policy be required to collect monies from students where appropriate.

OUTCOMES

1. Classroom-focused support is provided to enable the delivery of high quality, student-focused learning programs.
2. Classroom-level support is provided to ensure the learning environment is inclusive and relevant, appropriately resourced and maintained, with the health and safety of students a high priority.
3. Through the pastoral care role, students at risk have an increased participation rate and are better able to utilise the education program.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
2. Demonstrated sound interpersonal skills including the ability to work as part of a team.
3. Demonstrated sound organisational skills that will assist in the delivery of effective educational programs to students.
4. Demonstrated ability to assist with the general health and well-being of students.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement; and
- complete any training specific to this role required by Departmental policy.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 25 January 2013
TRIM REF # D13/0045543