

# Role Description

## Teacher Aide (Generic)

Job Ad Reference	
Job Evaluation No.	<b>19656</b>
TRIM No.	<b>16/33692</b>
Work Unit	<b>State Schools/State High Schools or Other Educational Institution</b> <b>State Schools Division</b>
Location	<b>Various locations throughout the State</b>
Classification	<b>TA002 General Employees (Qld Government Departments) and Other Employees Award – State 2015</b> <b>38 hour week</b>
Job Type	<b>Permanent / Temporary / Full-time / Part-time</b> <b>Temporary period until XXXX unless otherwise determined</b>
Salary Range	<b>per annum</b> <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	
Contact Telephone	
Closing Date	

## Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Education Improvement Division is responsible for the strategic management and implementation of early learning and development reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education improvement in Queensland. The Division is also responsible for monitoring and supporting school performance and improvement through the leadership and management of a school review program.
- Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
- The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.



The Office of Industrial Relations (OIR) contributes to the Government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

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 about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## **Your opportunity**

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As the Teacher Aide you will contribute to the provision of a quality educational service by assisting and supporting teachers with the preparation and enhancement of learning materials and associated activities.

The Teacher Aide reports to the Principal or nominated delegate as appropriate. The reporting relationship to teachers may be changed by the Principal on a regular basis to fulfil specific needs within the school. 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**

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As the Teacher Aide you will have responsibility for the following:

- Assisting teachers and students with sporting activities and with school excursions.
- Assisting with the 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 and 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 and 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.

## How you will be assessed

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

### 1. Supports strategic direction

Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.

### 2. Achieves results

Willingness to undertake specific training to enhance student support as necessary.

### 3. Supports productive working relationships

Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.

### 4. Displays personal drive and integrity

Knowledge, skills and ability to work as a teacher aide in a responsible way.

### 5. Communicates with influence

Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.

## Additional information

- **For school based non-teaching temporary positions** - The duration of this position will be dependent on work demands, the availability of ongoing funding, and model allocated resources. Delete if not applicable.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- Where schools require the person performing these duties, to possess a Senior First Aide Certificate and the recommended applicant does not currently hold this certification, the school will fund the cost of obtaining the certificate and subsequent updates.
- TAOO2 Teacher Aide permanent positions are eligible to progress to classification TAOO3 by fulfilling eligibility criteria. Refer to the TAOO3 Teacher Aide (Generic) role description for eligibility criteria.
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.

- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
- Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)