

## Role Description

## Teacher Aide (Generic)

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	<b>24599</b>	Content Manager No.	<b>16/33692</b>
Work Unit	<b>Nominated School Nominated Region School and Regional Operations and Performance Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>TAO02 General Employees (Qld Government Departments) and Other Employees Award – State 2015 38 hour week</b>		
Job Type	<b>Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined</b>		
Salary Range	<b>per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

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

### Your opportunity

As the Teacher Aide (Generic), 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

Responsibilities include:

- 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.



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**Queensland  
Government**

- 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.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

#### **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. Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.
2. Willingness to undertake specific training to enhance student support as necessary.
3. Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.
4. Knowledge, skills and ability to work as a teacher aide in a responsible way.
5. 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**

- This role description works in conjunction with the Candidate Information Package.
- Teacher Aide 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.
  - A current Senior First Aid Certificate or equivalent.