

# Role Description

## Teacher Aide (Generic)

Job Ad Reference	
Job Evaluation No.	<b>09562</b>
TRIM No.	<b>09/198156</b>
Work Unit	<b>State School/State High School or other education institution</b>
	<b>State Schools Division</b>
Location	<b>Various locations throughout the State</b>
Classification	<b>TA003 Other Than Public Servants Award - State 2012</b>
	<b>38 hour week</b>
Job Type	<b>Permanent / Temporary / Full-time / Part-time</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, Training and Employment (DETE) 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 and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DETE is a diverse organisation with the largest workforce in the state. We provide services through four 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.
- Training and Employment Division works to meet the current and future needs of the economy through building a world class training and skilling system to enhance the skills of Queenslanders and optimise employment opportunities through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, and the provision of whole of government leadership on employment and labour market issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, 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 Education and Care Division supports accessible and quality early childhood programs and services for young Queensland children and their families. The Division regulates education and care services, funds access to, and the delivery of, quality early childhood programs and services, invests in strategic innovative and integrated programs and works with providers to monitor and meet changing demands and workforce needs. The Division also works closely with the State Schooling Division to provide local early childhood education and care regulation, integration and innovative services including transitional programs, information and parental support.



State Schools Division is responsible for ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive, inclusive and disciplined learning environment and supported by strong governance and efficient business operations. State Schools Division provides support for high quality projects and processes to support schools to improve performance.

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.dete.qld.gov.au](http://www.dete.qld.gov.au)

## **Your opportunity**

---

Appointment to the TAOO3 classification occurs through a progressional arrangement. To be eligible to progress, appointees must meet the following criteria:

- Currently employed as TAOO2 level 4 permanent employee.
- Have twelve months service at TAOO2 level 4.
- Possess 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.
- Possess a current Senior First Aid Certificate or equivalent.

As the Teacher Aide you will contribute to the provision of a quality educational service by assisting and supporting teachers, students and parents with learning activities and administrative duties in a supportive school environment.

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**

---

**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.

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Administrative duties including typing teachers' notes and work programs, compiling and supervising class rolls, duplicating/ photocopying teaching materials, collation and duplication of exam papers, recording of examination results, compiling students results records, checking bus lists, assisting in organising off-site activities.
- Supervision of small groups of students, undertaking specific learning activities designed by a teacher, when the teacher is not in the room but is available to be called on if needed.
- Mentoring other teacher aides and/or volunteers.
- Conducting reading groups, maths groups, art activities, and sports activities, including the gathering of applicable resources, in cooperation with teachers.

- Conduct class/group tutorials in computer laboratory, including Microsoft Word and Publisher, in cooperation with teachers.
- Supervision of students on the playground, bus, during sporting activities and school excursions in partnership with a teacher.
- 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. The teacher aide is required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications will be met from school funds.
- Assisting students with special needs, this may extend to moving disabled pupils, assisting with positioning, assisting with meals, toileting and dressing of pupils unable to care for themselves.
- Maintaining anecdotal records on students for use in reviewing students' development.
- Displaying respect and empathy for students with high level needs and confidentiality, tact, reliability and sensitively to students and their families.
- Management of teaching/learning resources, book hire schemes, loans and retrievals.
- Providing support to teachers in behaviour management programs, learning support programs and to students requiring specific therapy programs, working with students on a regular basis where teachers/specialists are available only at intervals for reporting and review.
- Providing reception and office skills as required. Duties may include handling confidential correspondence; timetabling for students/staff; taking enrolments; producing newsletters; providing accurate and timely answers to requests for information from staff and the general public; data entry using SMS and financial systems.
- Managing the printery using appropriate security measures, high level time management and work organisation skills. Produce publications as required, to deadlines negotiated with teaching and administration staff. Manage stock orders, allocate costs correctly and ensure schedules are followed for the maintenance of equipment.

## **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 rapidly acquire knowledge of, classroom activities, procedures, use and maintenance of resources and school policies.

### **2. Achieves results**

Demonstrated willingness to undertake specific training to enhance student support.

### **3. Supports productive working relationships**

Understanding of occupational health and safety, equal employment opportunity and anti-discrimination as applied in a work environment.

### **4. Displays personal drive and integrity**

Possession of a Certificate III level qualification or ability to demonstrate skills and knowledge consistent with Australian Qualifications Framework Certificate III or higher.

### **5. Communicates with influence**

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

## Additional information

---

- 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.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- A criminal history check may be initiated on the successful applicant by the Queensland Police Service.
- A serious discipline history check may be initiated on the successful applicant.
- 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 and embrace diversity and 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)

JEMS Approval Date: July 2004, Updated July 2014. JEMS No.: 0956 TRIM: 09/198156
---