

Role Description

Teacher Aide (Educational Interpreter – Auslan)

Job Ad Reference			
Job Evaluation No.	13691	TRIM No.	09/139021
Work Unit	State School/State High School/or other education institution		
Location	Various locations throughout the State		
Classification	TAOO4 Other Than Public Servants Award - State 2012		
	38 hour week		
Job Type	Permanent / Temporary / Full-time / Part-time		
Salary Range	per annum		
	<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

Your opportunity

As the Teacher Aide, Educational Interpreter, Auslan Transition Project you will:

- Contribute to the provision of a quality educational service by providing high level support for teaching and learning.
- Have the following characteristics for the TAOO4 role; specialised knowledge, limited direction, initiative and the application of judgement.

The Teacher Aide, Educational Interpreter, Auslan Transition Project reports to the Principal/Principal's delegate and may report directly to a number of teachers and teacher/s of the deaf. The reporting relationship to teachers may be changed by the Principal on a regular basis to fulfil specific needs within the school. The classroom teacher maintains responsibility for the development of the teaching/learning program and assessing educational outcomes at all times.

Your role

The duties to be performed by a TAOO4 will be determined at the local level and will have a specific focus on providing high level support for teaching and learning, having due regard to the nature of the position and the effective functioning of the school. The TAOO4 will perform their role with limited direction and make a substantial contribution to the school plan.

The duties performed by a TAOO4 may include those performed by TAOO2 and TAOO3 roles.

THE ROLES OF A TEACHER AIDE MAY INCLUDE A MIX OF ANY OF THE FOLLOWING ACTIVITIES. These activities are not exhaustive and other relevant activities may be performed by Teacher Aides provided that such activities are appropriate having due regard to the classification, nature and purpose of the position.

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

- Interpret everything that is said in and outside the classroom environment and assist with the communicative needs of deaf/hearing impaired students using Australian Sign Language (Auslan) according to the specific needs of the deaf/hearing impaired student.
- Orally interpret when a deaf/hearing impaired student uses sign language to address the class; when working in a small group and when communicating with another individual student or the teacher.
- Assist in the deaf/hearing impaired student's understanding of the education program through teacher directed tutoring to ensure that the education program is understood. (For example, checking for understanding, working on difficult vocabulary and clarifying homework directions).
- Prepare for interpreting by pre-reading appropriate materials such as lesson notes.
- Provide classroom, school level support to enable the learning environment to be inclusive and relevant, with the health and safety of students a high priority.

- Provide support to class teachers and teachers of the deaf during classroom activities through the preparation of teacher designed materials for deaf/hearing impaired students.
- Assist the deaf/hearing impaired student to develop confidence, independence and a sense of well being, through a variety of approaches across educational and social settings.
- Maintain effective communication between students and teachers at all times

A mandatory requirement of this role is:

- Applicants for this position must be willing to undertake appropriate training/proficiency testing in the production of Auslan as determined by the department or hold current National Accreditation Authority for translators and interpreters Ltd (NAATI) accreditation.

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

Ability to effectively facilitate communication in a classroom setting using Auslan.

2. Achieves results

Demonstrated effective interpersonal, organisational and problem solving skills, including the ability to contribute as a member of a professional team and assist in the planning, preparation and implementation of education programs/resources to enhance student support.

3. Supports productive working relationships

Comprehensive knowledge and understanding of the deaf community and its culture, including the ability to:

- communicate sensitively and effectively with deaf/hearing impaired people on matters relevant to the delivery of education services to deaf/hearing impaired people;
- understand the issues affecting deaf/hearing impaired people in contemporary Australian society;
- understand the diversity of circumstances of deaf/hearing impaired people.

4. Displays personal drive and integrity

Ability to plan, meet deadlines and priorities workloads and to be flexible in a changing work environment.

5. Communicates with influence

High level written, oral and signed communication skills, including the ability to effectively:

- Interact, using Auslan, with deaf/hearing impaired students;
- Liaise with teachers and other members of the school community;
- Provide oral interpretation when the deaf/hearing impaired student uses sign language;
- Provide quality feedback relating to the communication needs of students who are deaf/hearing impaired.

Additional information

- These positions are school based and are not a personal classification assigned to the individual teacher aide. Where a teacher aide has been appointed to a TAOO4 level position, they will remain at that level until they either terminate their employment, leave to take up another position within the department or other government department, voluntarily leave the position to take up another position at the school or if the position changes focus.
- 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/

- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant by the Queensland Police Service.
- 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
- Additional information is available online at: www.smartjobs.qld.gov.au

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