

Role Description

Teacher Aide (Generic)

Job Ad Reference	
Job Evaluation No.	13574
	TRIM No. 11/57890
Work Unit	State School/State High School or other education institution
	Various Regions
	State Schools Division
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 you will contribute to the provision of a quality educational service by providing high level support for teaching and learning. The characteristics of a TAOO4 role include: specialised knowledge, limited direction, initiative and the application of judgement.

The Teacher Aide reports to the Principal or the nominated delegate as appropriate. As the TAOO4 role provides high level support for teaching and learning, it is envisaged that a TAOO4 would report to a supervisor in this field.

Your role

THE ROLE 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:

- Assist and support teachers in the preparation of quality and effective teaching and learning programs which are consistent with the Principles of Effective Learning and Teaching and relevant syllabi, curriculum policies, work programs and educational trends.
- Support students through interaction with them in a variety of settings and through the active development of supportive learning environments and effective behaviour management practices.
- Assist teachers in providing for the physical, social, cultural and emotional well being and physical safety of students whilst at school and enhance their overall development towards effective citizenship and responsible adulthood through participation in timetabled, non-timetabled and planned extra curricula activities.
- Work in a number of areas that require knowledge of policies and procedures, hygiene monitoring, behaviour management, alternative and greater communication devices and strategies, physiotherapy, first aid, classroom duties, assisting in program delivery and keeping students focused.
- Take responsibility in having regard to the nature of the position, for larger work groups or functions, field groups or district operations.
- Exercise of high level initiative in accomplishing objectives either on an individual basis or in a multi disciplinary unit.
- Work is performed independently with guidance from superiors only for those aspects of work which involve new or sophisticated techniques or relate to areas outside the position's normal span of activity.
- Supervision of a work group or function with the responsibility for ensuring an appropriate standard of skills, the completion of work assignments and/or allocation of resources.
- Interpretation of guideline material and documented precedents and the application of judgement may be required for problem solving.
- Establish and maintain appropriate interpersonal relationships with/between the school and community particularly in regard to the ethical obligations outlined in the department's Queensland Government Code of Conduct and the department's Standard of Practice.

- 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).
- Participate as appropriate in professional development activities.

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

Good understanding of human resource management issues including occupational health and safety, quality assurance, equal employment opportunity and anti-discrimination, as applied in a work environment.

2. Achieves results

Demonstrated ability to assist teachers in the preparation and implementation of education programs and resources to enhance student support.

3. Supports productive working relationships

Demonstrated ability to contribute to work both as a member of a professional team and independently.

4. Displays personal drive and integrity

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

5. Communicates with influence

Sound communication and interpersonal skills including the ability to liaise and communicate effectively with a diverse range of students, teachers and stakeholders.

Additional information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- 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 may 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 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
- Additional information is available online at: www.smartjobs.qld.gov.au

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