

# Position Description

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## Position Title

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### Teacher Aide (Generic)

Job Ad Reference

Work Unit

**State School/State High School/Special School or other education institution**

Location

**Various schools throughout the State**

Classification

**TA002 (Other Than Public Servant Award)  
(38 hours per week)**

Job Type

Salary Range

**per annum**

Contact Officer

Contact Details

Closing Date

## Your employer

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The Department of Education and Training is responsible for the delivery of quality education and training services to all Queensland students.

The Department's vision for education and training is to ensure that all Queensland students become active citizens in a learning society – the Smart State. The central purpose of education and training in Queensland is to create a safe, tolerant and disciplined environment within which young people prepare to be active and reflective Australian citizens with a disposition to life long learning. The Department provides quality education services to all state school and TAFE students through the auspices of Education Queensland and Training Queensland. It achieves these objectives through a corporate office driving strategy and policy, a statewide network of education facilities and support functions delivered through regional and central office personnel.

Within the education portfolio the Office for Early Childhood Education and Care is responsible for driving the early years' reform agenda including licensing and regulating all child care services in Queensland.

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 on the Department of Education and Training, please visit our website at <http://www.deta.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/enhancement of learning materials and associated activities.

The Teacher Aide reports to the principal and may report directly to a number of teachers. The reporting relationship to teachers may be changed by the principal on a regular basis to fulfil specific needs within the school. On occasions teacher aides may report to the Business Services Manager. 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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You will have responsibility for leading the following activities and delivery of the following key tasks:

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

## PROGRESSION ARRANGEMENTS

Teacher Aides 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; plus
- A current Senior First Aid Certificate or equivalent.

## You

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Within the context of the duties described above, the ideal applicant will be someone who has:

- 1 Knowledge, skills and ability to work as a teacher aide in a responsible way.
- 2 Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.
- 3 Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.
- 4 Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.
- 5 Willingness to undertake specific training to enhance student support as necessary.

## Additional information

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- The TSS Title Code B17 (Teacher Aide-Spec Class) is a specific title for teacher aides working in locations that aren't "special schools" but where they are entitled to the allowance (HED 166 – Special Ed Teacher Aide Allowance) due to their involvement with "special" classes.
- The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a "working with children check" as part of the employment screening process. DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.cypcg.qld.gov.au/> or on the Commission's website at: <http://www.bluecard.qld.gov.au/>
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.
- The Department of Education and Training is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- Applicants are advised that the Department of Education and Training will initiate a criminal history check by the Queensland Police Service on the nominated applicant.
- The appointee to this position may be required to complete a period of probation in accordance with Section 126 of the *Public Service Act 2008*. A person not already a Queensland Public Servant who is appointed as an officer on tenure will be subject to the satisfactory completion of a probationary period of 3 months. General (non-tenured) employees will also be subject to the satisfactory completion of a probationary period of 3 months.
- For further information refer to the Department of Education and Training's Applicant Information Bulletin (available through [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au) and searching on a specific Job Ad Reference).

## Your application

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- Applicants are required to submit a brief resume; contact details for 2 referees (one of whom should be someone with current knowledge of your skills and abilities); and a maximum 2 page written response outlining your suitability for the role referring to the key points under “You”.
- Applicants are encouraged to apply using the ‘apply online’ facility available on the Smart Jobs and Careers website ([www.jobs.qld.gov.au](http://www.jobs.qld.gov.au)).
- Applications will remain current for a period of 12 months.
- For further information refer to the Department of Education and Training’s Applicant Information Bulletin (available through [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au) and searching on a specific Job Ad Reference).

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JEMS Review Date: 27/7/04; Update PD Aug 09; JEMS Ref 09/329;TRIM 09/139223  
JEMS codes are B=2-b= 38 B+2+ 33 B=1=I+ 33 Service/Support Total Score 104 (TAOO2)