

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.

19656

Content

Manager No.

16/33692

Work Unit

Nominated School

Nominated Region

Early childhood and State Schools Division

Location

Various locations throughout the State

Classification

TAOO2 General Employees (Qld Government Departments) and Other Employees Award – State 2015

38 hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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

Your opportunity

As the Teacher Aide 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

As the Teacher Aide you will have responsibility for the following:

- 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.
- 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:

- 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.
- 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. Supports strategic direction

Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.

2. Achieves results

Willingness to undertake specific training to enhance student support as necessary.

3. Supports productive working relationships

Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.

4. Displays personal drive and integrity

Knowledge, skills and ability to work as a teacher aide in a responsible way.

5. Communicates with influence

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.
- TAOO2 Teacher Aide permanent positions are eligible to progress to classification TAOO3 by fulfilling eligibility criteria. Refer to the TAOO3 Teacher Aide (Generic) role description for eligibility criteria.