

Role Description

Teacher Aide - Braille

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.	24470	Content Manager No.	24/902325
Work Unit	Nominated School Nominated Region Early Childhood and State Schools Division		
Location	Various locations throughout the State		
Classification	OO4 Teacher Aide – Braille Department of Education Teacher Aides’ Certified Agreement 2022 General Employees (Qld Government Departments) and Other Employees Award – State 2015 38 hour week		
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined		
Salary Range	per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. 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 - Braille you will:

- Contribute to the provision of a quality education service by providing highly specialised support for teaching and learning.
- Utilise specialised knowledge, initiative and judgement when supporting and implementing reasonable adjustments.
- Collaborate with classroom and specialist teachers - Blindness and Vision Impairment (BVI), Orientation & Mobility specialists (O&M) and Special Disability Support in School (SDSS) providers to guide and prioritise supports.
- Assist students to access the curriculum and school related activities through Braille.

The Teacher Aide - Braille reports to the Principal, or nominated delegate and may report directly to a number of teachers including specialist teachers - b. 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 and learning program and assessing educational outcomes at all times.

Your role

As the Teacher Aide – Braille, you will have responsibility for the following:

- Model reading and writing through Braille to students for whom Braille has been identified as a reasonable adjustment.
- Assist with the access needs of these students within the school environment and school related activities, through the implementation of Orientation & Mobility strategies as guided by the Orientation & Mobility (O&M) specialist and Advisory Visiting Teacher (AVT-BVI).
- Transcribe printed text and graphics both inside and outside the classroom environment and assist with the information access needs of students using Braille according to their individual needs.
- Transcribe the student's written Braille into print for teachers and peers to access.
- Support a student to use Braille materials to participate and engage with peers using equivalent print materials including whole of class, small group and individual activities.
- Interpret for a classroom teacher when a student may be making errors with the Braille code and recording and communicating these errors with the specialist teacher BVI. This may include gathering Braille data.
- Provide intervention and instruction under the direction and guidance of the specialist teacher BVI.
- Produce and/or modify learning and classroom materials in accessible formats under the direction and guidance of a specialist teacher BVI.
- Plan, in collaboration with a specialist teacher BVI opportunities to share, promote and celebrate Braille within the school community.
- Prepare for lessons or units of work by upskilling in the relevant Braille codes.
- Communicate and interpret visual information which supports the student's understanding of school environments and education activities.
- Provide classroom and school level support to enable the learning environment to be inclusive and relevant, with the health and safety of students as a high priority.
- Assist the student who is blind or vision impaired to develop social skills, confidence, self-determination, daily living skills, independence and a sense of wellbeing, through a variety of approaches across educational and school social settings.
- Implement strategies and programs that will support the student's engagement and skill development to access assistive technology, under the direction and guidance of a specialist teacher BVI.
- Gather resources to support the student's learning as advised by a teacher and specialist teacher BVI.

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:

- A recognised accreditation/qualification in contracted Braille, or be assessed as proficient in the reading and writing of Unified English Braille (contracted and basic maths) as determined and organised by the department.
- 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. Ability to effectively facilitate learning in a classroom setting using Braille and accessible formats.
2. 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 and resources to enhance student access and outcomes.
3. Comprehensive knowledge and understanding of the blindness and vision impairment community and its culture, including the ability to:
 - communicate sensitively and effectively with people who are blind or vision impaired on matters relevant to the delivery of education services
 - understand the issues affecting people who are blind or vision impaired in contemporary Australian society
 - understand the diversity of circumstances of people who are blind or vision impaired

4. Ability to plan, meet deadlines and prioritise workloads and be flexible in a changing work environment.
5. High level written, oral and Braille skills, including the ability to effectively:
 - interact, using Braille, with students who are blind or vision impaired
 - liaise with teachers and other members of the school community
 - provide accurate Braille transcription for a student who is blind or vision impaired
 - provide quality authentic feedback relating to the communication needs of students who are blind or vision impaired.

Additional information

- This role description works in conjunction with the Candidate Information Package.