

# 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.

24599

Content Manager No.

15/117856

Work Unit

Nominated School

Nominated Region

School and Regional Operations and Performance Division

Location

Various locations throughout the State

Classification

TA003 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)

Plus superannuation contributions of up to 12.75% of your annual salary.

## 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, 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](http://www.qed.qld.gov.au)

## Your opportunity

As the Teacher Aide (Generic) you will:

- Contribute to the provision of a quality educational service by assisting and supporting teachers, students and parents with learning activities and administrative duties in a supportive school environment.

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

Responsibilities include:

- Administrative duties including typing teachers' notes and work programs, compiling and supervising class rolls, duplicating/ photocopying teaching materials, collation and duplication of exam papers, recording of examination results, compiling students results records, checking bus lists, assisting in organising off-site activities.
- Supervision of small groups of students, undertaking specific learning activities designed by a teacher, when the teacher is not in the room but is available to be called on if needed.
- Mentoring other teacher aides and/or volunteers.
- Conducting reading groups, maths groups, art activities, and sports activities, including the gathering of applicable resources, in cooperation with teachers.
- Conduct class/group tutorials in computer laboratory, including Microsoft Word and Publisher, in cooperation with teachers.
- Collecting money from students for various school activities.



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Queensland  
Government

- Supervision of students on the playground, bus, during sporting activities and school excursions in partnership with a teacher.
- Contributing to the welfare, health and safety of students including the delivery of first aid. The teacher aide is required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications will be met from school funds.
- Assisting students with special needs, this may extend to moving disabled pupils, assisting with positioning, assisting with meals, toileting and dressing of pupils unable to care for themselves.
- Maintaining anecdotal records on students for use in reviewing students' development.
- Displaying respect and empathy for students with high level needs and confidentiality, tact, reliability and sensitively to students and their families.
- Management of teaching/learning resources, book hire schemes, loans and retrievals.
- Providing support to teachers in behaviour management programs, learning support programs and to students requiring specific therapy programs, working with students on a regular basis where teachers/specialists are available only at intervals for reporting and review.
- Providing reception and office skills as required. Duties may include handling confidential correspondence; timetabling for students/staff; taking enrolments; producing newsletters; providing accurate and timely answers to requests for information from staff and the general public; data entry using SMS and financial systems.
- Managing the printery using appropriate security measures, high level time management and work organisation skills. Produce publications as required, to deadlines negotiated with teaching and administration staff. Manage stock orders, allocate costs correctly and ensure schedules are followed for the maintenance of equipment.

#### **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:**

- 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. Knowledge of or ability to rapidly acquire knowledge of, classroom activities, procedures, use and maintenance of resources and school policies.
2. Demonstrated willingness to undertake specific training to enhance student support.
3. Understanding of occupational health and safety, equal employment opportunity and anti-discrimination as applied in a work environment.
4. Possession of a Certificate III level qualification or ability to demonstrate skills and knowledge consistent with Australian Qualifications Framework Certificate III or higher.
5. Demonstrated high level communication skills, 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.
- To progress to TAOO3, a Teacher Aide must satisfy the following criteria:
  - Employment with the Department as a permanent or temporary Teacher Aide at OO2 (paypoint 4) for at least 12 months.
  - Hold a Certificate III level qualification, equivalent or higher.
  - Hold a current Senior First Aid certificate or equivalent.
- The Department will recognise progression upon satisfaction of the above criteria in accordance with the existing custom and practice.