

# 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.

**11/57890**

Work Unit

**Nominated School**

**Nominated Region**

**School and Regional Operations and Performance Division**

Location

**Various locations throughout the State**

Classification

**TAOO4 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 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

Responsibilities include:

- 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 wellbeing 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.
- With regard to the nature of the position, take responsibility for larger work groups or functions, field groups or regional operations.



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Be courageous



Empower people



**Queensland  
Government**

- 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 and application of processes and documented precedents within a school environment 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.

#### **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. 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. Demonstrated ability to assist teachers in the preparation and implementation of education programs and resources to enhance student support.
3. Demonstrated ability to contribute to work both as a member of a professional team and independently.
4. Ability to plan, meet deadlines and prioritise workloads and to be flexible in a changing work environment.
5. Sound communication and interpersonal skills including the ability to liaise and communicate effectively with a diverse range of students, teachers and stakeholders.

#### **Additional information**

- This role description works in conjunction with the Candidate Information Package.
- 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.
- To progress to TAOO4 Teacher Aide, a Teacher Aide must satisfy the following criteria:
  - Employment with the Department as a permanent Teacher Aide at OO3 (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.
  - Sign an Undertaking committing to perform higher level duties as outlined in Schedule 7 of the *Department of Education Teacher Aides' Certified Agreement 2022*.