

Role Description

Teacher Aide (Identified)

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.

13/298795

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

TAO02 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 (Identified) 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.
- Support activities with the objective of improving learning outcomes of Indigenous students.
- Provide resourcing for cross cultural awareness training to the broader school community.

The Teacher Aide (Identified) 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

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Assisting teachers and students with sporting activities and with school excursions.
- Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
- Development of activities which promote productive partnerships between individual and group members of the community, under the relevant teacher or other staff member responsible for the indigenous portfolio.
- Maintaining anecdotal records on students for use in reviewing student's development.
- Displaying confidentiality, tact, reliability and sensitivity to students and their families.
- Assisting in the supervision of education activities, under the direction of a teacher (for example, a bush tucker garden).



- Assisting teaching staff with playground/bus supervision.
- 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.
- Assisting students to find reference materials.
- Providing assistance and advice with the scholarships application process.
- Literacy and Numeracy duties that may include support for teachers in providing learning materials for students at risk, working with small groups as well as individual students and use of computers when working with students.
- Working with teachers and the community to promote and develop an understanding of the Australian Curriculum's Cross-curriculum priority - Aboriginal and Torres Strait Islander Histories and Cultures. The Aboriginal and Torres Strait Islander Histories and Cultures priority provides opportunities for all students to deepen their knowledge of Australia by engaging with the world's oldest continuous living cultures.

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.
- For this position, it is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as set out in Section 7 of the *Anti Discrimination Act 1991* for the purposes contained in Section 25 of that Act.

Verification of Aboriginality and/or Torres Strait Island heritage

- For administrative purposes, in relation to an Aboriginal and/or Torres Strait Islander identified role, an Aboriginal and/or Torres Strait Islander person is a person who identifies as an Aboriginal and/or Torres Strait Islander person and is either:
 - of Aboriginal and/or Torres Strait Islander descent; **or**
 - accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which he or she lives.
- By definition a person who is not an Aboriginal and/or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role.
- Applicants to this position **may have** to provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

Progression requirements:

- 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.

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

Ability to apply Aboriginal and Torres Strait Islander social and cultural protocols in a variety of individual and group educational settings, including classroom activities, and ensuring compliance with school policies.

2. Achieves results

Ability to provide appropriate support services to Aboriginal and Torres Strait Islander young people and adults, to enhance student support as necessary.

3. Supports productive working relationships

Ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

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 in a cross cultural context.

Additional information

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