

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Cleaners and Caretakers Award 1975 Education Assistant (Government) General Agreement 2013 or as replaced	
Group: Schools		Effective Date of Document 20 November 2014
Directorate: Education Regions		
Branch: School		
Section:		

THIS POSITION			
Title:	Home Economic Assistant		
Classification:	Level 1		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title: Nil	Classification:	Position No:	Number of FTE's Controlled:

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager/Registrar		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title	Level	Position Number	
Various			

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Home Economic Assistant	Level 1	Generic	20 November 2014

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Home Economic Assistant	Level 1	Generic	20 November 2014

ROLE

The Home Economic Assistant supports the Department's main objective of teaching and learning of students through assisting the teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Employees at this level work under direct supervision performing routine tasks which require a basic competency. Such competencies will be used within established routines, methods and procedures that are predictable. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

Under teacher direction, the Home Economic Assistant may be expected to perform tasks within the following range:

- assists the teacher in the delivery of planned education programs, including the operation of computers, and under teacher direction, implement individual or small group programs or demonstrations
- assists with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstrations, and assists the teacher with clean and safe storage of items after classes and activities
- undertakes regular activities in the home economics centre, including:
 - * dusting
 - * cleaning the floor throughout the teaching day, on a needs basis
 - * cleaning and tidying of cupboards and refrigerator/freezer
 - * laundering uniforms
 - * cleaning stoves and ovens
 - * cleaning windows and walls as necessary.
- undertakes cleaning activities over the vacation periods including:
 - * thorough cleaning of all equipment, including ranges
 - * defrosting and cleaning refrigerator/freezer
 - * dusting all high ledges, tops and furnishings, fixtures and walls where necessary
 - * cleaning walls and internal windows
 - * cleaning, washing/polishing furniture as appropriate
 - * cleaning inside of cupboards and storerooms as necessary.
- checks all equipment and reports any discrepancies to the Home Economics Teacher
- assists the teacher with the care and supervision of students in out-of-class activities and school excursions
- assists the teacher with the general care and well being of students, including attending to students in need of minor first aid
- assists with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements, and reports these to the teacher
- provides administrative support and may, in accordance with school policy, be required to collect monies from students where appropriate
- provides information to parents on the education system and relevant school procedures, e.g. school enrolment procedure.

TITLE Home Economic Assistant	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 20 November 2014
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OUTCOMES

1. Classroom-focused support is provided to enable the delivery of high quality, student-focused learning programs.
2. Classroom level support is provided to ensure the learning environment is inclusive and relevant, appropriately resourced and maintained, with the health and safety of students a high priority.
3. Through the pastoral care role, students at risk have an increased participation rate and are better able to utilise the education program.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated good oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
2. Demonstrated good interpersonal skills, including the ability to work as part of a team.
3. Demonstrated good organisational skills that will assist in the delivery of effective education programs to students.
4. Demonstrated ability to assist with the general health and well-being of students.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 20 November 2014
TRIM REF # D14/0507352