

Education Assistant (Braille)

Schools

Position number	Generic
Agreement	Education Assistant (Government) General Agreement 2023 or as replaced
Classification	Education Assistants (Auslan), Education Assistant (Braille), Education Assistant (Engagement Centre), (Engagement Centre), Education Assistant (Lead) and Advanced Education Assistant (Special Needs)
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Assist the teacher in delivering planned education programs and encourage a supportive and inclusive learning environment.
- Facilitate communication between blind or vision impaired students, teachers and other staff members.
- Work under limited supervision and may be expected to participate within a team situation, consulting and providing feedback relating to their relevant area.
- Perform tasks which require discretion in problem solving, decision making, and choosing methods and processes to achieve outcomes.
- Perform activities within or outside school resulting in supervision students without the presence of a teacher.

Under limited guidance, the Education Assistant (Braille) is expected to perform tasks that include, but not limited to, the following.

- Use a Perkins Braille, Duxbury Program or Mountbatten Braille Machine.
- Transcribe Braille to text.
- Assist in blind or vision impaired students' understanding of the education program through teacher directed tutoring, e.g. working on difficult vocabulary.

- Prepare for transcribing by gaining prior access to appropriate materials such as lesson notes.

In addition to the duties listed above, an Education Assistant (Braille) may be required to undertake the generic duties of a Level 3, Level 2 and Level 1 Education Assistant (see Schedule A) where the blind or vision impaired student is absent or it is determined by consultation between the Education Assistant (Braille), the teacher and, where applicable, the Principal that the Education Assistant's (Braille) primary role of transcribing is not required.

Notwithstanding, the generic duties of an Education Assistant shall not take precedence over an Education Assistant's (Braille) primary responsibility of providing a transcribing service for the student(s) to whom they have been appointed to assist.

With reference to all of the duties performed by the Education Assistant (Braille), the Department acknowledges that employees will exercise appropriate discretion in the performance of their functions, particularly in relation to consultation with parents and teachers regarding privileged information communicated by the student to the Education Assistant (Braille).

Outcomes

1. Text is transcribed to Braille according to the specific needs of blind or vision impaired students.
2. Classroom, school and community focused support is provided to enable the delivery of high quality student focused learning programs.
3. Classroom, school and community level support is provided to ensure the learning environment is inclusive and relevant, with the health and safety of students a high priority.
4. Assistance is provided in an effective and efficient manner to teachers during classroom activities and appropriate materials are prepared for blind or vision impaired students.
5. Through the variable delivery of the education program and assistance provided by the Education Assistant (Braille), students develop confidence, independence and a sense of well being in a variety of educational and social settings.
6. Teacher-directed tutoring is provided to blind or vision impaired students to ensure that education programs are understood.
7. Effective communication between students and teachers is maintained.

Selection criteria

1. Demonstrated proficiency in operating a Perkins Braille Machine, Duxbury Program or a Mountbatten Braille Machine for the purpose of transcribing.
2. Demonstrated well developed verbal, written and interpersonal skills, including the ability to effectively interact with blind or vision impaired students, liaise with parents, teachers and community members and where necessary assist teachers in understanding students.
3. Demonstrated well developed organisational skills and ability to contribute to a professional team to develop and deliver an effective education program.
4. Demonstrated knowledge and understanding of issues relevant to blind or vision impaired students.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Education Assistants working with Kindergarten students may be required to have, or be actively working towards, a Certificate III in Education Support (or approved equivalent) in order to meet the educator-to-student ratio outlined in the *National Quality Standard for Early Childhood Education and Care*.

Approved equivalent qualifications are published by the [Australian Children's Education and Care Quality Authority](#).

Certification

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

ENDORSED

Date 10 March 2023
Reference D23/0111911

SCHEDULE A

In addition to the Education Assistant (Braille) tasks, it is expected that the duties outlined in Schedule A will be achieved at a higher competency than that reached by an Education Assistant (Special Needs).

- Deliver planned education programs and implement individual student or small group programs or demonstrations.
- Prepare and maintain the learning environment, resources, displays and demonstrations using computers where appropriate.
- Clean and safely store resources after classes and activities.
- Care and supervise students in out-of-class activities and on school excursions.
- Provide general care to ensure the well being of students, including attending to students with minor ailments that require general first aid.
- Prepare and distribute food for students, and assist students with food preparation and eating.
- Ensure the safe arrival and departure of students including vehicle access, both entry and exit and to those students travelling on buses.
- Provide assistance to students with undressing, dressing, bathing, showering, toileting and, where necessary, clean soiled clothing and areas.
- Manage classroom or storeroom resources by maintaining and updating inventory lists, monitoring stock levels and reporting.
- Provide administrative support to teachers which may include the collection of resources and administrative documents and recording of monies from students.