



Education Assistant (Special Needs) Schools

Position number	Generic
Agreement	Education Assistant (Government) General Agreement 2023 or as replaced
Classification	Level 3
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

An Education Assistant (Special Needs) supports the Department's main objective of teaching and learning of students through assisting teachers in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Employees at this level work under limited supervision and may be expected to participate within a team situation, offering advice and expertise relating to their relevant area. Education outcomes are determined by the teacher, or other professional, with the employee performing tasks which require discretion in problem solving, decision making, and choosing methods and processes to achieve outcomes. Performance of these tasks may require activities within or outside the school that result in supervision of students without the presence of a teacher.

Employees will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification.

Under limited guidance, the Education Assistant (Special Needs) can be expected to perform tasks within the following range.

- Provide support and advice to schools and teachers on the management program of students at risk under supervision of the Psychologist in Charge or relevant professional.
- Design and implement behaviour management plans in consultation with teachers, parents and Psychologist in Charge or relevant professional.

- Maintain records regarding implementation of behaviour management plans in order to assess how educational programs fit in with the overall educational outcomes of the student.
- Assist with training students in the acquisition of self management; for example, life-skills.
- Consult with parents/caregivers independently of teacher, though under supervision of Psychologist in Charge or relevant professional.
- Provide appropriate physical restraint and removal of students where appropriate.
- Provide information to parents on the education system and relevant school procedures and school policies.

In addition, it is expected that the range of duties contained within Schedule A, when required to be performed, will be achieved at a higher competency than those reached by Level 2 Education Assistants (Special Needs).

Outcomes

1. Classroom, school and community-focused support is provided to enable the delivery of high quality student-focused learning programs.
2. Classroom, school and community-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. Discretion is exercised in monitoring and subsequently withdrawing assistance to allow the student to independently integrate into the learning environment.
4. Through the variable delivery of the education program, the education assistant assists the student to develop confidence and a sense of well being in a variety of educational and social settings.
5. A high level of input is given in reaching the intended outcomes of the physiotherapy and occupational therapy programs.

Selection criteria

1. Demonstrated effective written and oral communication skills, including report writing and the ability to effectively interact with students with special needs, and liaise with parents, teachers and community members and assist teachers in understanding students where necessary.
2. Demonstrated effective interpersonal skills with the ability to contribute to a professional team and provide advice and evaluation in the development of the education program, including special education and therapy programs where they have been implemented.
3. Demonstrated ability to assist professionals in the implementation and evaluation of education programs, including special education and, if required, occupational and/or physiotherapy programs.
4. Demonstrated knowledge and understanding of health and physical disabilities in students and adolescents.
5. Demonstrated effective organisational skills that will assist in the delivery of effective education programs and subsequent feedback and evaluation to teachers or psychologists.
6. Demonstrated ability to assist with the general health and well being of 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 D23/0111648

SCHEDULE A

In addition to the indicative duties of a Level 3 Education Assistant (Special Needs), it is expected that the following range of duties, when required to be performed, will be achieved at a higher competency than that reached by a Level 2 Education Assistant (Special Needs).

- Assist in the implementation of specialised education intervention programs such as occupational therapy, speech therapy and physiotherapy.
- Assist the teacher or therapist in understanding when there is communication difficulty between them and a student.
- Provide feed-back on education and therapy programs and participate in the evaluation process relating to the achievement of goals in special education.
- Provide feedback to parent/caregiver as to student progress under teacher direction.
- Manage classroom resources or storeroom by maintaining and updating inventory lists, monitoring stock levels and requirements, and submit requisitions to the teacher for approval.
- Ensure the safe and hygienic storage and handling of foodstuffs and food preparation utensils.
- Assist the teacher in the delivery of planned education programs, including the operation of computers and, implement individual student or small group programs or demonstrations.
- Collect resources and administrative documents.
- Counsel students on matters affecting their education.
- Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- Assist the teacher in meeting the health requirements of students' disabilities.
- Assist with arrival and departure of students, including vehicular access (entry and exit) and buses.
- Assist the teacher by moving students, and when required, by changing student from one piece of equipment to another.
- Assist students undressing, bathing, showering, toileting, dressing and where necessary, clean soiled clothing and areas.