



## Education Assistant (Special Needs) Schools

<b>Position number</b>	Generic
<b>Agreement</b>	Education Assistant (Government) General Agreement 2023 or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services
<b>Direct reports</b>	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](http://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 the teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Employees at this level work under general supervision and guidance performing tasks that require limited discretion and judgement in achieving clearly defined outcomes determined by the 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 general guidance, the Education Assistant (Special Needs) can be expected to perform tasks within the following range.

- Under teacher direction, assist in the implementation of specialised education programs such as occupational therapy, speech therapy and physiotherapy programs.
- Assist teacher in the delivery of planned education programs, including the operation of computers and digital technologies, and implement individual student or small group programs or demonstrations.
- When required, provide feedback on education and therapy programs and participate in the evaluation process relating to the achievement of goals in special education.
- Assist the teacher or therapist to understand when there is communication difficulty between them and a student.

- Under teacher direction, provide feedback to caregiver/parent as to student progress.
- Collect resources and administrative documents.
- Manage classroom resources or storeroom by maintaining and updating inventory lists, monitoring stocklevels and requirements, and submits requisitions to the teacher for approval.
- Ensure the safe and hygienic storage and handling of foodstuffs and food preparation utensils.

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 1 Education Assistants.

## Outcomes

1. Classroom, school and community focused support is provided to ensure the delivery of high quality, student-focused learning programs.
2. Classroom and school 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 students to independently integrate into the learning environment.
4. Under a variable education program, education assistants assist the student to develop confidence and a sense of well being in a variety of educational settings.
5. The education assistant provides limited assistance in reaching the outcomes of the physiotherapy and occupational therapy programs.

## Selection criteria

1. Demonstrated good written and oral communication skills, including the ability to interact with students with special needs, parents and teaching professionals on the provision of educational programs, and to assist teachers in understanding students where necessary.
2. Demonstrated good interpersonal skills, including the ability to work as part of a team in the evaluation of educational programs, including special education and therapy programs where these have been implemented.
3. Demonstrated good organisational skills that will assist in the delivery and development of effective education programs to students and subsequent feedback to teaching professionals or psychologists.
4. Demonstrated ability to assist teachers or therapists in implementing educational programs, including special education and, should this be a requirement of the position, occupational and/or physiotherapy programs.
5. Demonstrated knowledge of health and physical disabilities in students and adolescents.
6. Demonstrated ability to assist with 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 D23/0111640

## SCHEDULE A

In addition to the Level 2 Education Assistant (Special Needs) indicative duties, 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 1 Education Assistant.

- Assist with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstrations, and assisting the teacher with clean and safe storage of items after classes and activities.
- Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- Assist the teacher with the general care and well being of students, including attending to students with minor illnesses eg colds, or students in need of minor first aid.
- Assist the teacher in the preparation and distribution of food for students and assists students with food preparation, eating and (where necessary) feeding of students.
- 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.
- Provide administrative support and may in accordance with school policy be required to collect monies from students where appropriate.