Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Job Description Form

Home Economic Assistant

Schools

Position number	Generic
Agreement	Government Services (Miscellaneous) General Agreement 2025 or as replaced
Classification	Level 1
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

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 basic competencies. 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.

- Assist 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.
- Assist with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstrations, and assist the teacher with clean and safe storage of items after classes and activities.
- Undertake 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.
- Undertake 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.
- Check all equipment and reports any discrepancies to the Home Economics Teacher.
- Assist the teacher with the care and supervision of students in out-of-class activities and school excursions.
- Assist the teacher with the general care and well-being of students, including attending to students in need of minor first aid.
- Assist with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements, and report these to the teacher.
- Provide administrative support and may, in accordance with school policy, be required to collect monies from students where appropriate.
- Provide information to parents on the education system and relevant school procedures.

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

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 wellbeing of students.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 15 April 2025
Reference D25/0343425