



## Job Description Senior Accessibility and Learning Support Officer Level 3

**Position Number** 10001724

**Leadership Context**  
[Personal Leadership](#)

**Division** Student Support Services

**Reporting Relationships**

**Branch** Inclusive Student Services

**Reports to:**  
**Manager Accessibility & Learning Support,  
Level 6**

**Location** Various

*Direct Reports: 0*

**FTE** 1.0

*Indirect Reports: 0*

**Agreement/Award** *Government Officers Salaries, Allowances and Conditions Award 1989  
Public Sector CSA Agreement 2024 or as replaced*

### Key Role Statement

Facilitates the delivery of Accessibility and Learning Support services with a strong focus on supporting students who are Deaf or hard of hearing, including the coordination of Apprentice DAAWS applications and related administration. Coordinates the day-to-day organisation of Auslan interpreting and tutorial support services across the TAFE. Manages daily DAAWS administration, coordinates apprentice academic supports, and liaises with Connect providers and the Apprentice Management Team to ensure effective service delivery. Provides administrative support to the Accessibility and Learning Support team.

### Key Responsibilities

- Provides and coordinates Auslan interpreting, DAAWS, and apprentice support services to ensure North Metropolitan TAFE staff and students have equitable access to information and learning.
- Plans, schedules, allocates and monitors Auslan interpreter workloads, tutorial supports, and apprentice DAAWS requirements to ensure timely and efficient service delivery.
- Coordinates day-to-day DAAWS administration, including liaison with Connect providers, lecturers and the Apprentice Management Team.
- Liaises with lecturers and teaching staff to develop a clear understanding of course content, concepts and specialised vocabulary to support effective interpreting and student support.
- Builds and maintains effective working relationships with internal and external stakeholders relevant to Auslan and the Apprentice DAAWS program.
- Provides liaison, advocacy and mentoring for students requiring accessibility and learning support.
- Provides study support and learning assistance to students with accessibility and learning support needs.
- Undertakes tasks that support students requiring accessibility, learning and communication assistance across the College.
- Conducts administrative and clerical tasks necessary for the delivery of Auslan, DAAWS, and student support services.
- Assists the Manager, Accessibility and Learning Support, with daily operations, projects and team priorities.
- Create a safe and inclusive environment by applying Work Health and Safety laws, Public Sector Standards, and Equal Employment Opportunity principles.

- Contribute to a caring culture by modelling NMTAFE’s Values, Code of Conduct, and the Public Sector Code of Ethics in all my decisions and interactions.
- Undertakes other duties as directed.

### Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

### Our Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring about each other and students, and employees caring about why we do what we do.

Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values. Part of your role is to nurture a caring culture.

### Our Leadership Expectations

We believe everyone is a leader, whether leading a team, a technical function, or leading themselves. Our people embrace the expected mindsets and behaviours in [Building Leadership Impact](#). We support growth in ways that suit development goals, whether that means excelling in your current role or progressing your career.

### Selection Criteria

#### Essential

1	Demonstrated experience working in an educational setting, including supporting trainers/lecturers and engaging students who are Deaf or hard of hearing.
3	Demonstrated ability to impart knowledge and provide support to students requiring accessibility and learning support.
4	Strong interpersonal and communication skills with the demonstrated ability to develop good working relationships with all students, staff and stakeholders
5	Demonstrates strong administrative and organisational skills, including effective resource and time management, and can work both independently and as part of a team.
6	Ability to work as part of a team, including well-developed organisational and time management skills and the ability to work unsupervised.
7.	Demonstrated proficiency in the use of a range of software applications (e.g., Microsoft Office suite).

#### Other Requirements

- A good working knowledge of the Disability Standards for Education 2005, the Disability Discrimination Act 1992 and the Western Australian Equal Opportunity Act 1984
- May be required to work from any College campus.

### Certification

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

#### Business Area Director

Name Kim Hansen  
Date 7 May 2026

#### Delegated Authority

Name Emma Solbakke  
Date 13 May 2026