

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries Agreement/Award: Teachers' Aides' Award 1979 Education Assistants (Government) General Agreement 2016 or as replaced
Group: Schools	Effective Date of Document 22 August 2016
Region: Education Regions	
School: Schools	

THIS POSITION	
Title:	Education Assistant (Auslan)
Classification:	Education Assistants (Auslan), Education Assistant (Braille), Education Assistant (Behaviour Centre).
Position No:	Generic
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE	Principal	
LEVEL	Various	
POSITION NUMBER	Various	
TITLE	Manager Corporate Services	
LEVEL	Various	
POSITION NUMBER	Various	
This position and the positions of:		
Title	Level	Position Number
Various		

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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Education Assistant (Auslan):

- assists the teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment
- works under limited supervision and may be expected to participate within a team situation, consulting and providing feedback relating to their relevant area
- performs tasks which require discretion in problem solving, decision making, and choosing methods and processes to achieve education outcomes that are determined through consultation with the teacher, or other professionals
- performs activities within or outside school resulting in the supervision of students without the presence of a teacher
- applies techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning, or a relevant qualification
- facilitates communication between Deaf and Hard of Hearing students, teachers and other staff members and hearing students.

Under limited guidance, the Education Assistant (Auslan) can be expected to perform tasks within the following range:

- interprets all that is said in and outside the classroom environment, and assists with the communicative needs of Deaf or Hard of Hearing students using Australian Sign Language (Auslan) or another sign language or sign system relevant to the child's mode of communication
- orally interprets when a Deaf or Hard of Hearing student uses sign language or other sign systems to address the class, when working in a small group, communicating with another individual student or the teacher
- assists Deaf or Hard of Hearing students understand the education programs through teacher directed tutoring e.g. working on difficult vocabulary, clarifying homework directions
- prepares for interpreting by pre-reading appropriate materials such as lesson notes.

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

Notwithstanding, the generic duties of an Education Assistant shall not take precedence over an Education Assistant's (Auslan) primary responsibility of providing a sign language 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 (Auslan), the Department acknowledges that employees 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 (Auslan).

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OUTCOMES

1. Sign Language interpreting and teacher directed tutoring are performed according to the specific needs of Deaf or Hard of Hearing 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 Deaf or Hard of Hearing students.
5. Through the variable delivery of the education program and assistance provided by the Education Assistant (Auslan), 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 Deaf or Hard of Hearing students to ensure that the education program is understood.
7. Effective communication between students and teachers is maintained at all times.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated well developed oral and written communication and interpersonal skills, including the ability to interact with Deaf or Hard of Hearing students, liaise with parents, teachers and community members and where necessary assist teachers in understanding students.
2. Demonstrated well developed organisational skills, including the ability to contribute to a professional team and deliver an effective education program.
3. Demonstrated knowledge and understanding of issues relevant to deaf or hard of hearing students.

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ELIGIBILITY

Employees will be required to:

- hold a Certificate, Diploma or Advanced Diploma of Auslan Interpreting (Paraprofessional/Professional) and/or NAATI Accreditation or have considerable proven experience as an Interpreter;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

Education Assistants working with Kindergarten Students are required to have, or be actively working towards, a Certificate III in Education Support (or equivalent), consistent with the *National Quality Standard for Early Childhood Education and Care*, as determined by the Principal.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 22 August 2016
TRIM REF # D16/0511938

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SCHEDULE A

In addition to the Education Assistant (Auslan) 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). The Education Assistant (Auslan):

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