

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

<p align="center">Public Sector Management Act 1994</p>	<p align="center">Salaries Agreement/Award: Cleaners and Caretakers (Government) Award 1975 Education Assistant (Government) General Agreement 2016 Government Services (Miscellaneous) General Agreement 2017 or as replaced</p>
<p>Group: Schools</p> <p>Region: Education Regions</p> <p>School: Schools</p>	<p align="center">Effective Date of Document 25 August 2017</p>

<p align="center">THIS POSITION</p>	
Title:	Home Economic Assistant
Classification:	Level 2
Position No:	Generic
<p>Positions under direct responsibility: Nil</p>	

<p align="center">REPORTING RELATIONSHIPS</p>		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Manager Corporate Services	
LEVEL:	Various	
POSITION NUMBER:	Various	
<p>This position and the positions of:</p>		
Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Home Economic Assistant	Level 2	Generic	25 August 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

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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Home Economic Assistant	Level 2	Generic	25 August 2017

ROLE

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 general supervision and guidance performing tasks which 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 Home Economic Assistant can be expected to perform tasks within the following range:

- ensures safe and hygienic storage and handling of foodstuffs and food preparation utensils
- assists the teacher deliver planned education programs, including the operation of computers and implementation of individual student or small group programs or demonstrations
- collects resources and administrative documents
- manages classroom resources and storeroom by maintaining and updating inventory lists, monitoring stocklevels and requirements, and submits requisitions to the teacher for approval.

In addition, it is expected that the range of duties contained within Schedule A, when required to be performed, are achieved at a higher competency than those achieved by the Level 1 Home Economic Assistant.

OUTCOMES

1. Classroom and school-focused support is provided to enable the delivery of high quality, student focused learning programs.
2. Classroom and school-level support is provided to ensure that the learning environment is inclusive and relevant, appropriately resourced and maintained, with the health and safety of students a high priority.

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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 good written and oral communication skills, including the ability to liaise with students, teachers, parents, and professional staff on the provision of educational programs.
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 well-being of students.
5. Demonstrated ability to assist teachers in implementing education programs.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

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 25 August 2017
HPRM REF # D17/0357611

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SCHEDULE A

In addition to the Level 2 Home Economic Assistant 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 Home Economic Assistant:

- assists 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;
- undertakes 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 including uniforms;
 - cleaning stoves and ovens; and
 - cleaning windows and walls as necessary.
- undertakes cleaning activities over the vacation periods including:
 - thorough cleaning of all equipment including ranges;
 - defrost and clean refrigerator/freezer;
 - dust all high ledges, tops and furnishings, fixtures and walls where necessary;
 - clean walls and internal windows;
 - clean, wash/polish furniture as appropriate; and
 - clean inside of cupboards and storerooms as necessary.
- assists the teacher with the care and supervision of students in out-of-class activities and on school excursions;
- assists the teacher with the general care and well being of students, including attending to students in need of minor first aid;
- provides administrative support and may, in accordance with school policy, be required to collect monies from students where appropriate; and
- provides information to parents on the education system and relevant school procedures, eg school enrolment procedure.