

**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 23 August 2017
Region:	Education Regions	
School:	Schools	

THIS POSITION	
Title:	Education Assistant (Braille)
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:	Classification:	Position No:
Various		

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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 Teachers 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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ROLE

The Education Assistant (Braille):

- assists the teacher in delivering planned education programs and encourages a supportive and inclusive learning environment
- facilitates communication between blind or vision impaired students, teachers and other staff members
- 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 outcomes
- performs activities within or outside school resulting in supervision students without the presence of a teacher.

Under limited guidance, the Education Assistant (Braille) is expected to perform tasks that include, but not limited to, the following:

- uses a Perkins Brailler, Duxbury Program or Mountbatten Brailler Machine
- transcribes Braille to text
- assists in blind or vision impaired students' understanding of the education program through teacher directed tutoring, e.g. working on difficult vocabulary
- prepares for transcribing by gaining prior access to appropriate materials such as lesson notes.

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

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

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OUTCOMES

1. Text is transcribed to Braille according to the specific needs of blind or vision impaired 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 blind or vision impaired students.
5. Through the variable delivery of the education program and assistance provided by the Education Assistant (Braille), 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 blind or vision impaired students to ensure that education programs are understood.
7. Effective communication between students and teachers is maintained.

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 proficiency in operating a Perkins Brailler Machine, Duxbury Program or a Mountbatten Brailler Machine for the purpose of transcribing.
2. Demonstrated well developed verbal, written and interpersonal skills, including the ability to effectively interact with blind or vision impaired students, liaise with parents, teachers and community members and where necessary assist teachers in understanding students.
3. Demonstrated well developed organisational skills and ability to contribute to a professional team to develop and deliver an effective education program.
4. Demonstrated knowledge and understanding of issues relevant to blind or vision impaired students.

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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.

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](#).

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 23 August 2017

TRIM REF # D17/0357028

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SCHEDULE A

In addition to the Education Assistant (Braille) 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 (Braille):

- delivers planned education programs and implements 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.