

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

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| <b>Public Sector<br/>Management Act<br/>1994</b> | <b>Salaries/Agreement/Award</b><br>Teachers' Aides' Award 1979;<br>Education Assistants' (Government) General Agreement 2016<br>or as replaced |
| <b>Group:</b> Schools                            | <b>Effective Date of Document</b><br>21 September 2017   |
| <b>Region:</b> Education Regions                 |  |
| <b>School:</b> Schools                           |  |

|   |                                  |
|---|----------------------------------|
| <b>THIS POSITION</b>                              |                                  |
| <b>Title:</b>                                     | Education Assistant (Mainstream) |
| <b>Classification:</b>                            | Level 1                          |
| <b>Position No:</b>                               | Generic                          |
| <b>Positions under direct responsibility:</b> Nil |                                  |

|  |                            |                        |
|--|----------------------------|------------------------|
| <b>REPORTING RELATIONSHIPS</b>             |                            |                        |
| <b>TITLE:</b>                              | Principal                  |                        |
| <b>LEVEL:</b>                              | Various                    |                        |
| <b>POSITION NUMBER:</b>                    | Various                    |                        |
| <b>TITLE:</b>                              | Manager Corporate Services |                        |
| <b>LEVEL:</b>                              | Various                    |                        |
| <b>POSITION NUMBER:</b>                    | Various                    |                        |
| <b>This position and the positions of:</b> |                            |                        |
| <b>Title</b>                               | <b>Level</b>               | <b>Position Number</b> |
| Various                                    |                            |                        |

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| <b>TITLE</b><br>Education Assistant<br>(Mainstream) | <b>CLASSIFICATION</b><br>Level 1 | <b>POSITION NO</b><br>Generic | <b>EFFECTIVE DATE</b><br>21 September 2017 |
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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 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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## ROLE

An Education Assistant (Mainstream) supports the Department's main objective of teaching and learning of students through assisting 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 that require basic competencies and using established methods and procedures. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

Under teacher direction, the Education Assistant (Mainstream) can be expected to perform tasks within the following range:

- assists the teacher in the delivery of planned education programs, including the operation of computers; and, under teacher direction, implements individual or small group programs or demonstrations
- assists with the preparation and maintenance of the learning environment by maintaining equipment, materials and resources for use in classes, displays and demonstration, and assisting the teacher with clean and safe storage of items after classes and activities
- 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 with minor illnesses e.g. colds or minor first aid
- assists the teacher in the preparation and distribution of food for students' morning tea in the pre-primary and pre-school areas
- assists with arrival and departure of students travelling on buses
- assists students undressing, bathing, dressing, toileting and, where necessary, cleans soiled clothing and areas
- assists with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements and reporting these to the teacher
- provides administrative support and may in accordance with school policy be required to collect monies from students where appropriate.

## 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.

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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 sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
2. Demonstrated sound interpersonal skills including the ability to work as part of a team.
3. Demonstrated sound organisational skills that will assist in the delivery of effective educational programs to students.
4. Demonstrated ability to assist with the general health and well-being of students.

## 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 21 September 2017**  
**TRIM REF # D17/0357050**