

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

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

**THIS POSITION**

**Title:** Home Economic Assistant

**Classification:** Level 1

**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

<b>This position and the positions of:</b>	<b>Level</b>	<b>Position Number</b>
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**Title**  
Various

**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

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- 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 <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

## 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 direct supervision performing routine tasks which require basic competencies. Such competencies will be used within established routines, methods and procedures that are predictable. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

Under teacher direction, the Home Economic Assistant may 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, implement 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 demonstrations, and assists 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 uniforms
  - cleaning stoves and ovens
  - cleaning windows and walls as necessary
- undertakes cleaning activities over the vacation periods including:
  - thorough cleaning of all equipment, including ranges
  - defrosting and cleaning refrigerator/freezer
  - dusting all high ledges, tops and furnishings, fixtures and walls where necessary
  - cleaning walls and internal windows
  - cleaning, washing/polishing furniture as appropriate

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- cleaning inside of cupboards and storerooms as necessary
- checks all equipment and reports any discrepancies to the Home Economics Teacher
- assists the teacher with the care and supervision of students in out-of-class activities and school excursions
- assists the teacher with the general care and well being of students, including attending to students in need of minor first aid
- assists with the management of resources by maintaining and updating inventory lists, monitoring stock levels and requirements, and reports these to the teacher
- provides administrative support and may, in accordance with school policy, be required to collect monies from students where appropriate
- provides information to parents on the education system and relevant school procedures.

### **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 betterable to utilise the education program.

### **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 oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
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 wellbeing 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.

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### **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 # D17/0357596**