



Education Assistant (Mainstream) Schools

Position number	Generic
Agreement	Education Assistant (Government) General Agreement 2023 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

An Education Assistant (Mainstream) supports the Department's main objective of teaching and learning of students through assisting teachers 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 are 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 teacher direction, the Education Assistant (Mainstream) can be expected to perform tasks within the following range.

- Assist the teacher in the delivery of planned education programs including the operation of computers and, implement individual student or small group programs or demonstrations.
- Ensure safe and hygienic storage and handling of foodstuffs and food preparation utensils.
- Collect resources and administrative documents.
- Manage classroom resources or storeroom by maintaining/updating inventory lists, monitoring stock levels and requirements, and submits requisition to the teacher for approval.

- Counsel students on matters affecting their education.

In addition, it is expected that the range of duties contained within Schedule A, when required to be performed, are to be achieved at a higher competency than that reached by Level 1 Education Assistants (Mainstream).

Outcomes

1. Classroom-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 the learning environment is inclusive and relevant, appropriately resourced and maintained, with the health and safety of students a high priority.
3. Mentoring and pastoral care is provided to students particularly those students at risk, enabling those students to have an increased participation rate and are able to better utilise the education program.

Selection criteria

1. Demonstrated good oral and written 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 educational 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 and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

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](#).

Certification

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

ENDORSED

Date 10 March 2023

Reference D23/0111628

SCHEDULE A

In addition to the Level 2 Education Assistant (Mainstream) 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 Education Assistant (Mainstream).

- Assist 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.
- Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- Assist the teacher with the general care and well being of students, including attending to students with minor illnesses e.g. colds, or students in needs of minor first aid.
- Assist the teacher in the preparation and distribution of food for students' morning tea in the pre-primary and pre-school areas.
- Assist with arrival and departure of students travelling on buses.
- Assist students undressing, bathing, dressing, toileting and, where necessary, clean soiled clothing and areas.
- Provide administrative support and may in accordance with school policy be required to collect monies from students where appropriate.
- Provide information to parents on the education system and relevant school procedures, eg school enrolment procedure.