



## Education Assistant (English as an Additional Language/Dialect) Schools

<b>Position number</b>	Generic
<b>Agreement</b>	Education Assistant (Government) General Agreement 2023 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services
<b>Direct reports</b>	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](http://education.wa.edu.au).

### Key responsibilities

Under limited supervision and guidance, the Education Assistant (English as an Additional Language/Dialect):

- Supports English as a Second Language (ESL) students:
  - through mentoring and pastoral care to ensure their participation and achievement in the school environment
  - through interpreting and/or translating according to their specific needs and their parents or caregivers, members of the school community and teachers where there are communication difficulties
  - to better utilise the educational program and have an increased understanding of cultural and linguistic diversity in school communities
  - with developing linguistic and cultural understandings associated with Standard Australian English.
- Assists the teacher in the delivery of planned education programs, including identifying and representing educational and cultural needs of ESL students by providing advice on program content relating to the student's first culture.
- Assists in the design, implementation and recording of individual or group education plans, in consultation with teachers, parents and where appropriate other professionals.
- Prepares materials and resources for use in classes, displays and demonstrations, including:

- operation of computers and maintenance of resources and equipment
- cleaning and safely storing items after classes and maintaining storerooms
- maintaining inventory lists, monitoring stock levels and requirements and submitting requisitions to the teacher for approval.
- Provides information to teaching staff on aspects of culture and Culturally and Linguistically Diverse (CaLD) community language/s other than English as the need is identified.
- Acts as a liaison between the community and the school in order to develop an education program relevant to educational, linguistic and cultural needs.
- Provides information to CaLD parents on the education system and relevant school procedures and school policies.
- Facilitates school community contribution to the formulation of school policies with regard to first culture by providing a point of contact within the school for local culturally and linguistically diverse community members.
- Conducts interviews or home liaison visits to discuss the academic progress or social development of ESL students.
- Liaises with agencies to further the educational welfare of relevant groups of ESL students.
- Assists with the general care and supervision of ESL students in out-of-class activities and on school excursions, and in activities within or outside school that result in supervision without the presence of a teacher.
- Attends to students with minor illnesses e.g. colds, or students in need of minor first aid.
- Assists students with undressing, dressing and toileting, as required.
- Assists with arrival and departure of ESL students travelling on buses.
- Assists in the preparation and distribution of food for students, as required, and ensures the safe and hygienic storage and handling of foodstuffs and food preparation utensils.
- Provides administrative support, including collecting administrative documents and may, in accordance with school policy, be required to collect monies from ESL students where appropriate.

## Outcomes

1. Communication with CALD school community members is facilitated through interpreting and/or translating according to the specific needs of ESL students, their parents or caregivers and other members of the school community.
2. Classroom and school community support is provided to enable the delivery of high quality, student -focused learning programs inclusive of ESL students and effective communication between ESL students and teachers.
3. Classroom and school community-level support is provided to develop an inclusive and relevant learning environment with health and safety of ESL students a high priority.
4. Teacher-directed tutoring is performed according to the specific needs of ESL students and assistance is provided in an effective and efficient manner to teachers during classroom activities, including the preparation of appropriate materials for ESL students.
5. Students are aware of cultural diversity and varying customs within the classroom and school environment through the planning and delivery of relevant educational programs, based on the Education Assistant's (ESL/D) cultural expertise.
6. CaLD parents and caregivers are well informed of the educational process and social development of their children and are encouraged and supported in undertaking a pro-active role in their progress.
7. Differentiated delivery of the education program assists ESL students to develop confidence, independence, well-being and intrinsic motivation to participate in educational activities.
8. School community contribution to the formulation of school policies and development of inclusive educational programs is effectively facilitated.

9. ESL students at risk are successfully integrated into the learning environment through assistance in the planning and implementation of relevant educational and behavioural management programs.
10. A high level of mentoring and pastoral care is provided to ESL students, enabling them to have an increased participation rate, resulting in an ability to better utilise the education program.

### **Selection criteria**

1. Demonstrated effective oral communication skills and, where appropriate, written communication skills in a school community language other than English.
2. Demonstrated effective written and oral communication skills, including the ability to effectively communicate and liaise with students, teachers and other professionals, parents, school community members and professional staff on the provision and development of educational programs inclusive of ESL students.
3. Demonstrated ability to contribute to a team and provide multi-cultural direction in the development and evaluation of English language programs, language resources, and individual or group education plans reflective of diverse school communities.
4. Demonstrated ability to effectively assist teachers in implementing culturally and linguistically inclusive educational programs.
5. Demonstrated effective organisational skills that assist in the delivery of effective education programs to students.
6. Demonstrated ability to assist with the general health and well-being of students.

### **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  
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