

Department of Education

STATEMENT OF DUTIES – June 2012

Title	Teacher Assistant
Number	Generic
Division	Learning Services
Branch	Specified Learning Services
Section	Specified School or College
Sub-Section/Unit/School	N/A
Supervisor	Principal/Specified Teacher(s)/School Executive Officer
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent or fixed-term, full or part-time, up to 73.5 hours per fortnight. The occupant works for the duration of school terms only with the option of an additional 2 weeks at a time mutually agreed to by the parties. Consequently leave and other benefits are paid on a pro rata basis. Teacher assistants are covered by prescribed award arrangements and all provisions including TOIL prevail.
Location	As Specified

The Role

Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

Level of Responsibility/ Direction and Supervision

Responsible for the efficient completion of tasks as directed. May assist in being responsible for the physical and emotional well-being of a student or group of students. General supervision of tasks is provided. Closer direction is received on specific or new tasks as well as some guidance on how they should be carried out.

Primary Duties

1. Assist teachers and students both inside and outside the classroom.
2. Assist with the supervision of small groups or individual students on activities, as directed by the teacher both on and off campus.
3. Prepare teaching aides and other material to support teaching and learning programs including supporting the implementation of individual student education and behaviour programs.

4. Assist students with physical and mobility challenges by lifting, positioning, exercising and/or transferring from or to transportation, as specified in their individual education plan.
5. Assist with personal hygiene, toileting and feeding requirements as required by each individual student.
6. Undertake specific therapy tasks with individual students under the guidance of the teacher or nominated professional.
7. Assist students with intellectual disabilities with the use of learning aides.
8. Provide administrative assistance to students, staff and teachers, including but not limited to, covering books, laminating, photocopying and printing.
9. Maintain stores and equipment.
10. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Proven communication and interpersonal skills with both adults and students.
2. An understanding of general educational processes and methods.
3. An understanding of general health and safety requirements.
4. Proven capacity to work as part of a team and be adaptable and flexible.
5. Established skills of creativity, initiative and good judgement.
6. Proven capacity to work with students with high and/or additional needs.
7. A good standard of numeracy and literacy with personal skills of accuracy, precision, personal organisation and planning.

Requirements

- Essential** ○ The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer
- Desirable** ○ College or TAFE studies in health and/or education support.

Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First, Connected and Inspired* Strategic Plan, the LINC Tasmania Strategy and *Tasmania Together*.

Our Vision – Successful, skilled and innovative Tasmanians.

Our Mission – To provide every Tasmanian with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive lives and to contribute positively to the community.

We Value – Learning, Excellence, Equity, Respect and Relationships.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that realizes the full value of every Tasmania's creative and productive spirit.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the State Service Act 2000. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Supervisors are responsible for promoting, and for ensuring all practices within their area follow the principles of OH&S and Managing Diversity, including Equal Employment Opportunity. All employees are expected to promote and uphold the elimination of workplace harassment. Workplace discrimination, bullying or harassment are considered to be breaches of proper standards of conduct and behaviour and are illegal.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions: Permanent or fixed term. Cost code: Specified School or College.

Office use only: APPROVED BY HRM DELEGATE: 103974 - Deputy Secretary Corporate Services – March 2007
Instrument to Vary Establishment: 135-2000/01 & 308-2003/04
Date Duties and Selection Criteria Last Reviewed: SR 11/11