

# Teacher Assistant - MDT

## STATEMENT OF DUTIES

NOVEMBER 2011

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Service
Section/Unit/School	Specified school or College
Supervisor	Principal/Specified Teacher(s)/ School Business Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent/Fixed-term, Full-time/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	Statewide

## Primary Purpose

Provide assistance to the teacher(s) by carrying out a wide range of teacher support tasks in the material design and technology learning area. May also provide support and assistance to students with behavioural issues.

## Level of Responsibility/Direction and Supervision

Responsible for the efficient completion of tasks as directed. Responsible for safe use and maintenance of equipment. General supervision of tasks is provided. Close direction is received on specific or new tasks as well as some guidance on how they should be carried out.

May be responsible for the physical and emotional wellbeing of a student or group of students.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Assist with the supervision of small groups or individual students on activities, as directed by the teacher both on and off campus.
2. Prepare timber and sheet metal for classes.
3. Clean, repair and maintain equipment in safe working order.
4. Prepare teaching aides and other material to support teaching and learning programs including supporting the implementation of individual student education and behaviour programs.
5. Maintain stores and equipment, including the procurement of tools and equipment.
6. Assist in the presentation of students' work and assist students to complete some aspects of projects undertaken.
7. Provide administrative assistance to students and teachers, including but not limited to, covering books, laminating, photocopying and printing.
8. Prepare workshop and assist in ensuring Occupational Health and Safety requirements are met.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and

practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

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

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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. Established skills in woodwork and/or metalwork.
5. Proven capacity to work as part of a team and be adaptable and flexible.
6. Established skills of creativity, initiative and good judgement.
7. Proven capacity to work with students with high and/or additional needs.
8. A good standard of numeracy and literacy with personal skills of accuracy, precision, personal organisation and planning.
9. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

### Desirable

- College or TAFE studies in health and/or education support.

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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. All employees are expected to act ethically and with integrity in the undertaking of their duties. 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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** Date Duties and Selection Criteria Last Reviewed: KJC 10/16