



**ACT**  
Government

Education and Training

# Position Description

<b>DIRECTORATE</b> Education and Training	<b>POSITION NUMBER</b> 0000
<b>SCHOOL</b>	<b>CLASSIFICATION</b> School Assistant 3
<b>SUPERVISOR</b> Business Manager	<b>POSITION TITLE (LOCAL DESIGNATION)</b> Hearing Support Assistant
<b>ENTERPRISE AGREEMENT</b> ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013 – 2017	<b>JOB TYPE</b> (Permanent/Temporary/Part-time/Full-time):

## OUR INTENT

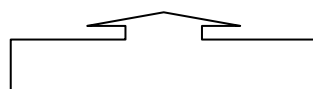
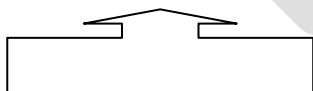
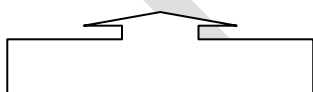
The Directorate's intent is that:

- Every child, young person and adult will benefit from a high quality and accessible education, childcare and training system;
- Every student will learn, thrive and be equipped with the skills and attitudes to lead fulfilling, productive and responsible lives;
- Our highly educated and skilled community will contribute to the economic and social prosperity of our city and the nation.

## JOB OVERVIEW

(Principal to insert)

### REPORTING RELATIONSHIP



### YOUR LEVEL OF RESPONSIBILITY/DIRECTION AND SUPERVISION

(To come from work level standards)

## FUNCTIONAL STREAM – LEARNING SUPPORT

### KEY RESPONSIBILITY

Facilitate communication between teachers, families and students with a hearing impairment to support the implementation of education programs. Provide sign communication support for students in classroom and other school activities. Support students in developing their language and communication skills.

### YOUR MAJOR ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

Participate in the planning, development and implementation of education programs.

Provide interpreting, translating/transcription services to support delivery of educational programs and to facilitate communication between teachers, students, parents/carers and staff.

Support speech and language development programs for hearing impaired students including assisting in the teaching of sign and oral communication.

Communicate with parents regarding objectives and outcomes relating to educational programs and/or students.

Monitor students, assist in implementation of behaviour management and social skills programs and associated activities.

Support the physical and emotional needs of students including students with disabilities.

Maintain a clean and safe working environment for students and staff. Undertake relevant workplace health and safety requirements and where necessary, risk assessments and initiate appropriate action.

Recommend, coordinate and oversee modifications and/or repairs of equipment to ensure operational efficiency.

Provide general administrative support such as preparing standard correspondence, data entry, photocopying, records management and secretariat support.

Monitor, order, purchase and replenish consumables, equipment and resources.

### SELECTION CRITERIA

RELEVANT KNOWLEDGE

RELEVANT SKILLS AND ATTRIBUTES

<b>JOB REQUIREMENTS</b>
<b>MANDATORY</b> Must have current ACT Working With Vulnerable People (WWVP) Registration
<b>ESSENTIAL</b> First Aid Certificate or a willingness to undertake appropriate training.
<b>DESIRABLE</b> Certificate in Sign Language

<b>ADDITIONAL INFORMATION</b>
<p><b>EMPLOYMENT CONDITIONS</b></p> <p>A full-time school assistant 2, 2/3 and 3, ordinary hours of work are 125 hours over a four week period (ie. An average of 62 hours 30 minutes per fortnight or 31 hours 15 minutes per week). School assistants usually work 6 hours 15 minutes per day with an additional 45 minutes for a lunch break.</p> <p>The school stand down period applies to school assistants.</p> <p>A full time school assistant participates in a minimum of four days (or 25 hours) of appropriate approved professional Learning and planning per calendar year, during the stand down period or outside of normal working hours.</p> <p><b>DUTY OF CARE</b></p> <p>The legal duty of care requires that all staff should take all reasonable measures to insure the safety of any student. Whilst School Assistants do not have the same level of duty of care as teachers all staff are required to take reasonable steps to protect students against risks of injury which could reasonably been foreseen. The level of duty of care for School Assistants will depend on the individual role and the arrangements put in place by the principal.</p> <p>All School Assistants are responsible for providing basic physical and emotional care for students. This may include activities such as toileting, assisting with meals and lifting of students and/or the provision of support to students in accordance with approved student health care/treatment plans. The degree of responsibility for these activities will vary dependant on the School Assistant, student needs and environment.</p> <p><b>STUDENT SUPERVISION</b></p> <p>All supervision arrangements are determined by the principal in the context of meeting duty of care responsibilities across the school. School Assistants are not given sole responsibility for supervising student. However, there may be circumstances where a School Assistant will interact and work with</p>

students without direct teacher supervision e.g. playground duty and during arrival and departure of students. In this situation School Assistants are given clear procedures and protocols by the teacher.

#### EXTRACURRICULAR ACTIVITIES

School Assistants may be required to assist teachers with the care and supervision of students in out-of-class activities including on school excursions and when transporting students to other campuses or facilities. These school activities may be in addition to their ordinary hours of work. In these circumstances, following agreement with the principal, School Assistants may be granted time off in lieu or overtime in accordance with the enterprise agreement.

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