

POSITION DESCRIPTION

Business unit:	The Glenleighden School
Position title:	School Assistant
Position classification / level:	Equivalent to: TA002 of the General Employees (QLD Government Departments) and Other Employees Award – State 2015
Employment type:	Casual
Hours & duration:	Term time – as required
Reporting to:	Teaching, Learning & Curriculum Coordinator
Date position reviewed:	April 2017

About Speech & Language Development Australia

1 in 14 Australian children have a hidden disability known as Language Disorder. Speech & Language Development Australia (SALDA) is the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders.

For over 40 years our not-for-profit organisation has developed a unique, multidisciplinary approach to helping the 1 in 14 children with Language Disorder find their voice.

When people have a voice their thoughts, feelings and aspirations are recognised by others. They possess the capacity to make an impact, both on their own personal situation as well as the broader community, through their actions and words.

We provide therapy and education in addition to leading on professional development, research and advocacy initiatives related to speech and language disorders. These services include our clinics, e-therapy programs, School Support Service and The Glenleighden School. We partner with the community, health professionals, educators and families to help children and young people find their voice.

Our vision is to be the leader in enabling better outcomes for children and young people with disability for whom language is their primary disorder.

Position summary

The role of the School Assistant is to facilitate the smooth implementation of the specialist teaching and therapy programs under the direction of teaching and therapy staff.

The School Assistant contributes to the provision of a quality educational service by assisting and supporting teachers with the preparation and enhancement of learning materials and associated activities.

The position of School Assistant is a vital member of a multidisciplinary team supporting appropriate education/developmental outcomes for children/students identified with primary language and related disorders/difficulties (including Speech Language Impairment [SLI] as defined by Independent Schools Queensland), in schools across the state of Queensland through The Glenleighden School and/or the SALDA clinics and School Support Services.

Work level description

Positions at this level involve the delivery of operational services whose work routines, methods, and procedures are clearly established. Training, both on and off the job, is often a dominant feature of this level.

Characteristics of the work

Work may initially be performed under close supervision however this supervision is expected to reduce as experience increases. Employees at this level may operate individually or as a member of a multidisciplinary team within a school.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks. Guidance is always available and work outcomes may be closely monitored.

Positions at this level may have limited supervisory responsibilities with more experienced staff assisting new staff by providing guidance and advice.

Duties and skills

Positions at this level may involve an employee in a range of activities including the performance of non-repetitive tasks governed by established procedures, specific guidelines and standardised instructions.

Duties may include data collection and recording.

Appointees to this level undertake a range of functions requiring the practical application of acquired skills and knowledge.

The duties and responsibilities listed in this position description are not exhaustive, and other relevant activities may be performed, provided that such duties are appropriate having due regard to the nature, role level and purpose of the position.

Main duties and responsibilities

The key responsibilities of the position include, but are not limited to:

- Assisting with the management and stocktaking of equipment and resources.
- Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
- Maintaining anecdotal records on students for use in reviewing student's development.
- Displaying respect and empathy for students with high level needs.
- Displaying confidentiality, tact, reliability and sensitivity to students and their families
- The compiling and supervising of class rolls.
- Clerical assistance duties including typing teachers' notes and work programs, duplicating and photocopying teaching materials, checking bus lists, collation and duplication of exam papers, recording of examination results, compiling students results records, assisting in organizing off site activities.
- Assisting in the supervision of education activities, under the direction of a teacher.
- Assisting in preparing, storing, making available and clearing away teaching equipment and materials.
- Assisting teaching staff with playground and bus supervision.
- Collecting money from students for various school activities as required.
- Contributing to the welfare, health and safety of students including the delivery of First Aid. Where the School Assistant is required to administer First Aid, the School Assistant is required to be formally trained in the administration of First Aid, and keep such qualifications current. Costs associated with obtaining and maintaining qualifications will be met from school funds.
- Assist students with special needs, this may in certain circumstances extend to moving students with disability, assisting with positioning, assisting with meals, toileting and dressing of pupils unable to care for themselves. Suitable training is essential.
- Listening to students' reading.
- Reading aloud and storytelling.
- Management plans, as advised by appropriate teachers.
- To supervise students at arrival and departure from school, participating regularly in taxi duty or pick-up duty with full understanding of the procedures relating to Child Protection.
- To participate in special events or activities which are an integral part of the Association and School's program, including Sports Day, School Concert, camps, horse-riding, Awards night.
- To assist in preparing for, implementing and tidying after teaching and therapy sessions, as allocated by the appropriate teacher.
- To prepare therapy, teaching and/or administrative materials as negotiated with the appropriate teacher.
- To maintain a clean and safe working environment for all school community members by adhering to relevant WH&S policies and procedures (e.g. Sunsafe policy, incident forms); being

available to clean up personal accidents; and show initiative in attending to unsafe or unhealthy incidents.

- Specific classroom duties under the direction of the teacher which may include; working with small groups and/or individual students on curriculum and/or therapy based activities; working with students using electronic devices and programs.

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

No qualifications are required for beginning School Assistants, although working towards or possession of a Certificate III in Education Support (or comparable qualification) will be highly regarded.

It is expected that a beginning School Assistant will obtain a Senior First Aid Certificate on commencement of work.

Knowledge, skills and experience

Essential:

- Well-developed communication, interpersonal and negotiation skills necessary for productive working relationships with staff, families, public organisations and the community.
- A demonstrated commitment to optimal educational outcomes for children and preparedness to exhibit dedication to implementation of the program.
- Ability to attain competencies in specialized programs, particularly Paget Gorman Signed Speech.
- Ability to successfully participate as a team member, with recognition of the necessity to follow instructions at specified times.
- Ability to understand and comply with the policies and procedures relating to WH&S, including Child Protection.

Desirable:

- An understanding of the workings of a multidisciplinary team (teachers and allied health professionals), preferably in the area of students with disability.

Mandatory Requirements

- A current Blue Card or Exemption Card (working with children check) or other acceptable evidence.
- Driver's Licence (occasional driving of the small school bus may be needed, which only requires a Type O licence).
- To obtain a Senior First Aid Certificate or equivalent upon commence of work.

Working Relationships

- Direct reporting to the Teaching, Learning & Curriculum Coordinator
- The School Assistant will maintain effective working relationships with administrative, therapy and education staff and work collaboratively with all SALDA staff.
- The School Assistant will establish and maintain appropriate relationships with parents and members of the school community.