



Helping children to speak...and find their voice.

Position Description

Job Title:	School Assistant	Job Code:
Service:	CHI.L.D. Association	Salary:
Reports to :		Conditions:
Revision date:	March 2015	Employment Status:

Position Overview

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

The position of School Assistant is as a vital member of the multidisciplinary team supporting appropriate educational/developmental outcomes for children/students identified with primary language and related disorders/difficulties (including Speech Language Impairment [SLI] as defined by Department of Education and Training), in schools across the state of Queensland through The Glenleighden School and/or the LET'S TALK Developmental Hub and Outreach Services.

As with all team members, it is imperative that the School Assistant be aware of WH&S policies and procedures (including Child Protection) and take responsibility in maintaining a safe environment for all members of the school community.

The School Assistant will be involved in preparation, tidying, cleaning, student supervision, program implementation, observation and administration, as integral to team to which they are allocated.

Specific responsibilities include:

1. To supervise students at play sessions and mealtimes, in accordance with the school's Behaviour Management policy +/- student specific behavioural management plans, as advised by appropriate Level Coordinators.
2. 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.
3. 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.
4. To assist in preparing for, implementing and tidying after teaching and therapy sessions, as allocated by the appropriate Level Coordinator
5. To prepare therapy, teaching and/or administrative materials as negotiated with the appropriate Level Coordinator.
6. 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.



CHI.L.D. Association

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*LET'S TALK and
The Glenleighden School
are initiatives of
CHI.L.D. Association*

Where would you be, do you think, if you hadn't learned to talk?



Helping children to speak...and find their voice.

Mandatory Selection Criteria

1. Well-developed communication, interpersonal and negotiation skills necessary for productive working relationships with staff, families, public organizations and the community.
2. A demonstrated commitment to optimal educational outcomes for children and preparedness to exhibit dedication to implementation of the program.
3. Ability to attain competencies in specialised programs, particularly Paget Gorman Signed Speech.
4. Ability to successfully participate as a team member, with recognition of the necessity to follow instructions without questioning at specified times.
5. Ability to understand and comply with the policies and procedures relating to WH&S, including Child Protection.

Desirable Selection Criteria

1. An understanding of the workings of a multidisciplinary team (teachers and allied health professionals), preferably in the area of students with disabilities.
2. Current First Aid Certificate.
3. Certificate IV in Teacher Aide Studies or equivalent and/or relevant experience working as a teacher aide or similar experience.

Occupational Health and Safety

All CHIL.D. employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment.