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| **Position Description – Education Support Traineeship** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name:** | **Date PD Issued:** 18/11/2024 |
| **Position:** Certificate III in Education Support | |
| **Host Employer:** Terang College | **Supervisor:** Sharon Roberts |
| **Host Employer Address:** | |
| **Westvic Staffing Solutions Field Officer:** Amanda Cook | |
| **Tasks Involved:**  An Education Support trainee may perform any or all of the following tasks:   * Assist with the setting up the Home Economics area * Undertake supervision of groups in participation with teachers * Preparing food stations and food portions * Assist with the student activities program * Be expected to obtain a Victorian Drivers Licence prior to or soon after commencement * Assist in ordering, packing, unpacking, checking stock supplies and dates * Maintain sports equipment * Monitor children during classroom activities * Assist classroom teachers * Prepare materials and classrooms for class activities * Instruct and monitor students under the guidance of classroom teacher * Follow School policies and procedures * Assist with general enquiries from children, parents and staff * Attend meetings and training * Attend outings and excursions (may be required to attend overnight school camps) * Undertake general tasks as required or as directed by supervisor * Undertake Yard Duty * Assist the administration team | |
| **Work Conditions:**  Trainee will be working indoors in a school office environment along with classrooms. Outdoor work will be undertaken when working with students during outdoor activities e.g. – sports events and lunch periods | |
| **Key Selection Criteria:**   * Working with Children’s Check * Police Check | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |
| **Additional Information:**   * **Hours Per Week :** * **Days per Week:** Monday – Friday * **Award / Agreement:** National Training Wage Level A * **Superannuation:** 11.5% * **Commencement Hourly Rate:** as per the award * **Allowances** NA | |
| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File** | |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_