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| **Position Description – Education Support Trainee** |
| **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:** Alvie Primary School | **Date PD Issued:** 2/11/2023 |
| **Position:** Certificate III in Education Support - Traineeship |
| **Host Employer:** Alvie Primary School | **Supervisor:** Ross Dullard |
| **Host Employer Address:** 40 Wool Wool Road, Alvie  |
| **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 and conducting major sporting programs
* Undertake supervision of groups in participation with teachers
* Assist with the student activities program
* Undertake sports administration
* Be expected to obtain a Victorian Drivers Licence prior to or soon after commencement
* Liaise with staff and students in relation to sports organisation and implementation
* Maintain sports equipment
* Monitor children during classroom and play 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
* Assist in canteen if required
* 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
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| **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:*** Willingness to undertake required study
* Strong time management skills
* Ability to work part of a team
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| **Qualifications and Licenses Required:*** Provide/undertake successful Working with Children’s check
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| **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.
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| **Additional Information:*** **Hours Per Week :** 38
* **Days per Week:** Monday to Friday
* **Award / Agreement:** Educational Services (Schools) General Staff Award 2020
* **Superannuation:** 11%
* **Commencement Hourly Rate:** As per the award
* **Allowances**
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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_