

AEN 6.1.1 Position Description – Education Support Traineeship

Position Description	
<p>Purpose</p> <p>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.</p>	
Employee Name: TBC	Date PD Issued: 23/11/2022
Position: Education Support Trainee (Cert III Education Support)	
Host Employer: Grasmere Primary School	Supervisor:
Host Employer Address: 16 Ibbs Lane Grasmere 3281	
Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes	
<p>Duties of Position:</p> <p>The Education Support Trainee fulfils an important role in supporting the school’s teaching staff to ensure the smooth, efficient running of their programs at all times.</p>	
<p>Tasks Involved:</p> <ul style="list-style-type: none"> • 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 • Assist the administration team • 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 	
<p>Work Conditions:</p> <p>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</p>	
<p>Personal Requirements:</p> <ul style="list-style-type: none"> • Well organised • Able to work as part of a team • Good communication skills • Able to work accurately and neatly • Able to communicate with youth • Aptitude for working with computers • Able to work accurately and neatly 	
<p>Key Selection Criteria:</p> <ul style="list-style-type: none"> • Demonstrated capacity for customer focused business administration duties within a small, team-oriented office environment • Understanding of MS Office (Outlook, PowerPoint, Word and Excel) • Demonstrated business communication skills, and written communication • Interpersonal skills relevant to a customer service role • Ability to work co-operatively within a small team environment and autonomously when required 	

- Hold Year 12 VCE
- Genuine interest in working in a school environment
- Ability to work with children
- Friendly personality with strong communication skills
- Consciences and hard working
- Punctual and reliable

Qualifications and Licenses Required:

Working with Children Check (willing to obtain)

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:** 38
- **Days per Week:** Monday to Friday
- **Award / Agreement:** National Training Wage Level A
- **Superannuation:** 10.5%
- **Commencement Hourly Rate:** As per National training Wage
- **Any paid annual leave is to be taken during the school holidays**

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: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____