

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 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: TBC

Date PD Issued: January 2025

Position: Education Support Trainee

Host Employer: Mallacoota P-12 College

Supervisor: Susi Allen & Rebecca Cashmore

Host Employer Address: 25 Bucknall Street MALLACOOTA Vic 3892

Westvic Staffing Solutions Field Officer: Katherine Cousins

Tasks Involved:

An Education Support trainee may perform any or all of the following tasks:

- Assist with student educational activities and programs
- Follow school policies and procedures
- Support students with disability and additional needs such as Autism Spectrum Disorder (ASD)
- Liaise with staff and students when organising and implementing school activities
- Support the development of literacy and numeracy skills
- Monitor students during classroom and outdoor activities
- Support students with English as an Additional Language (EAL)
- Assist teachers with supervision of students and yard duty
- Prepare materials, equipment and classrooms for educational activities
- Instruct students under the guidance of classroom teacher
- Encourage understanding of Aboriginal and Torres Strait Islander peoples' cultures
- Contribute to the safety, health and well-being of students
- Identify and respond to young people and children at risk
- Assist with general enquiries from students, parents and staff
- Assist with setting up and conducting sport, cultural and community events
- Maintain sports, art or technology equipment
- Assist with administration tasks such as editing Word documents, photocopying and laminating
- Attend staff meetings and training such as First Aid
- Assist in canteen
- Attend excursions and events (may be required to attend overnight school camps)
- Assist school administration team
- Obtain a Victorian Drivers Licence prior to or soon after commencement
- Undertake general tasks as required or as directed by supervisor

Work Conditions:

Trainee will be working indoors in a school classroom or office environment. Outdoor work will be undertaken when working with students during outdoor activities. For example, sports events and yard duty

Qualifications and Licenses Required:

- Working With Children Check

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Cooperate 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 is 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- Friday
- **Award / Agreement:** National Training Wage/ Educational Services (Schools) General MA000076
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** TBC

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: _____