

AEN 6.1.1 Position Description – Education Support Traineeship

Position Description Education Support Traineeship	
<p>Purpose</p> <p>Position Descriptions are written statements that clearly describe the duties or task to be undertaken including responsibilities of a particular job. The position description may also include information about working conditions, tools and equipment used, knowledge and skills needed. Possible relationships with other positions and Health and safety requirements of the position and the organization in general.</p> <p>The position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s</p>	
Employee Name:	Date PD Issued: 11 November 2024
Position: Certificate III in Education Support Trainee	
Host Employer: Monivae College	Supervisor: TBC
Host Employer Address: 143 Ballarat Rd, Hamilton 3300	
Westvic Staffing Solutions Apprentice/Trainee Consultant: Kim Cameron	
<p>Tasks Involved:</p> <p>An Education Support Trainee may perform any of the following tasks:</p> <ul style="list-style-type: none"> • Undertake supervision of groups in participation with teachers • Assist with the student activities program • Be expected to obtain a Victorian Drivers License prior to or soon after commencement • Liaise with staff and students • 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 	
<p>Work Conditions:</p> <p>Trainees must expect to be on their feet for long periods of time. They must have high levels of personal hygiene and the ability to work under pressure in a team environment.</p> <p>Trainees will be working indoors and outdoors.</p>	
<p>Key Selection Criteria:</p> <ul style="list-style-type: none"> • 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 	
<p>Specific Industry Requirements:</p> <p>Employment is subject to specific industry and/or State and Federal Government legislation.</p>	

Working with Children 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

- **Commencement Date :** TBC
- **Hours Per Week:** Trainees will be paid for 38 hours per week, that includes 3 hours of study time. Trainees may be required to attend camps or excursions
- **Days per Week:** Monday to Friday
- **Award / Agreement:** National Training Wage
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** TBA
- **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 ____/____/____