

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: March 2025

Position: Education Support Trainee

Host Employer: TAFE Gippsland

Supervisor: TBC

Host Employer Address: TAFE Gippsland Bairnsdale or Morwell Campus

Westvic Staffing Solutions Field Officer: Katherine Cousins

Tasks Involved:

An Education Support trainee may perform any or all of the following tasks **under the guidance and direct supervision of a teacher:**

- Assist with student educational activities and programs
- Contribute to the design, planning, implementation, documentation and evaluation of educational programs based on an approved learning framework
- Facilitate learning and development for students
- Follow educational policies, procedures, national & state-based legislation
- Support daily routines, transitions and programs of students
- Assist students to access the curriculum and participate fully in learning
- Care for student's social, emotional and physical needs
- 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
- Prepare materials, equipment and classrooms for educational activities
- Encourage understanding of Aboriginal and Torres Strait Islander peoples' cultures
- Promote positive behaviour, safety, health and well-being
- Develop and maintain positive relationships
- Identify and respond to young people and children at risk
- 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
- Attend excursions and events (may be required to attend overnight camps)
- Assist with Out of Hours Care such as Breakfast Programs
- Support students to participate in extra-curricular activities
- Assist with general enquiries from students, parents and staff
- Provide targeted support to individuals and small groups of students with disability and additional needs such as Autism Spectrum Disorder (ASD)
- Undertake general tasks as required or as directed by supervisor

Work Conditions:

Trainee will be working indoors in a classroom, centre or office environment. Outdoor work will be undertaken when working with students during outdoor activities. For example, sport & cultural events.

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/ TAFE Gippsland EA/ 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 SOLUTIONSWestvic Staffing Solutions Representative Name: **Katherine Cousins**

Westvic Staffing Solutions Representative Signature: _____