



# POSITION PROFILE

## Teacher Aide (TA002)

### Manual Arts

**SCHOOL/WORK UNIT**  
State School/State High School/Special  
School or education institution

**DISTRICT/LOCATION**  
Throughout the state

**DATE:**  
October 2007

#### **WORK ENVIRONMENT**

Schools perform a vital role in providing a quality education service to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence, and develop social and vocational skills. Schools also aim to facilitate and support participation among parents/carers, students, administrators, teachers, teacher aides and persons in the school community, and between the school and the departmental support structures.

#### **REPORTING RELATIONSHIPS**

The position of teacher aide is responsible to the principal and may report directly to a number of teachers. The reporting relationship to teachers may be changed by the principal on a regular basis to fulfil specific needs within the school. On occasions teacher aides may report to the Business Services Manager. When supporting students with specific health procedures, a teacher aide will be under the direct or indirect supervision of a registered nurse or medical practitioner.

#### **MAJOR RESPONSIBILITIES**

*In regard to Selection Criterion one (SC 1) the responsibilities of the position are such that the successful appointee should demonstrate knowledge, skills and ability to assist teachers with students undertaking a manual arts course.*

*Knowledge and skills gained through working as a tradesperson or in a trade related area that may include:*

*ability to use a Combination Saw Table;*

*ability to use power tools, i.e.: router, drills, circular saw, jig saw, etc:*

*ability to use various lathes;*

*ability to weld using Arc, MIG and oxy-acetylene welders;*

*ability to sharpen and maintain woodwork, metal work and power tools;*

*ability to prepare timber and metal;*

*ability to perform general fabrication and maintenance duties*

*In regard to Selection Criterion two (SC2), it is desirable that the successful appointee possess some experience using a computer.*

*In regard to Selection Criterion five (SC5), training may involve completion of the Certificate III in Education Support, First Aid and/or equipment specific training.*

**THE DUTIES OF A TEACHER-AIDE MAY INCLUDE A MIX OF ANY OF THE FOLLOWING ACTIVITIES.** These activities are not exhaustive, however, and other relevant activities may be performed by teacher aides provided that such duties are appropriate having due regard to the nature, classification level and purpose of the position.

**Specific duties may include:**

- Sharpening and maintenance of tools and equipment.
- Preparation of materials for student use.
- Making minor improvements to the manual arts and art facilities.
- Assist with stocktaking.

**General duties may include:**

- ◆ Assisting teachers and students with sporting activities and with school excursions.
- ◆ Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
- ◆ Displaying respect and empathy for students with high level needs.
- ◆ Displaying confidentiality, tact, reliability and sensitively to students and their families.
- ◆ The compiling and supervising of class rolls.
- ◆ Duplicating/ photocopying teaching materials and other clerical duties as required.
- ◆ Assisting in the supervision of education activities, under the direction of a teacher.
- ◆ Assisting in preparing, storing, making available and clearing away teaching equipment and materials.
- ◆ Assisting teaching staff with playground/bus supervision.
- ◆ Collecting money from students for various school activities as required.
- ◆ Contributing to the welfare, health and safety of students including the delivery of first aid. Where the teacher aide is required to administer first aid, the teacher aide would be required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications would be met from school funds.
- ◆ Assisting with demonstrations.

**ADDITIONAL INFORMATION:**

- ◆ All teacher aides are required to record their commencing and ceasing time each day in the timebook provided for that purpose.

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