



**POSITION DESCRIPTION: INTEGRATION AIDE**

**LEVEL: ES 1-1**

**FIXED TERM: EFT 0.77**  
**Monday to Friday 8:50am -3:10pm (School Terms only)**

### **1. Nature of the Role**

Eltham High School supports a successful program of integrating students with a variety of disabilities into classrooms to provide enhanced educational opportunities. A strong working relationship between student and Aide is a necessary attribute for this position. The Aide does not take on a teaching role and is not expected to work unsupervised inside the classroom, or in the development of curriculum.

### **2. Accountability**

The Aide reports directly to the Integration Co-ordinator, but also works as part of a team that is integrated into the wider school community. Administrative responsibility is with the Business Manager.

### **3. Role**

Undertakes routine tasks that are usually carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Deviation from established procedures will require reference to others for guidance and direction. Assistance is readily available when problems arise. An experienced employee at range 1 will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.

Does not carry responsibility for the work of others. More experienced employees will provide basic guidance and advice to others relating to tasks within the work area.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Qualification requirements do not operate at range 1. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.

### **4. Responsibilities:**

- Assist students on an individual or group basis in specific learning areas.
- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Provide basic physical and emotional care for students.
- Participate in team meetings;
- Assist with toileting, meals, lifting, and administration of medication to students requiring special care.

- Assist with the supervision of pupils in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills.
- Assist in the preparation of student resources and equipment.
- Prepare basic curriculum support resources.
- Set up and put away equipment and materials in support of teaching programs.
- Observe students and draw the attention of the teacher to them where necessary.
- Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.
- Assist with communication between teachers and non-English speaking parents/students.
- Assist in the translation of documents.
- Assist students with the preparation and service of meals.
- Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition.
- Assist in the preparation of equipment and purchasing of materials and supplies as required.

#### **5. Selection Criteria:**

- SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment;
- SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary;
- SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position;
- SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents;
- SC5 A commitment to professional learning and growth; and
- SC6 Demonstrated capacity to assist students with disabilities.

#### **6. Who May Apply:**

Individuals with aptitude, experience and/or qualification to fulfil the specific requirements of the position.

#### **7. Applications:**

Applicants are requested to address the key selection criteria in their applications. In responding to the Selection Criteria, please make reference to the responsibilities outlined above.

Please forward your application to the attention of Kathleen Hannan,

Eltham High School  
30-60 Withers Way, Eltham 3095

or [han@elthamhs.vic.edu.au](mailto:han@elthamhs.vic.edu.au)

**Applications close at 4pm on Thursday 5 March 2015.**

