

Position Title	Education Support Worker
Portfolio	Education
Division	Education and Creative Arts Division
Department/Cost Centre	Education and Creative Arts Division
Classification	Specialist Staff Level 3
Position Number/s	102428, 102429, 102540, 102541
Reporting to	Teaching Education Manager – Education and Creative Arts Division
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – A lifetime of opportunity for all.

Our **Role** – To provide education and training that enables students and our region to thrive.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Education and Creative Arts is responsible for the delivery of VCAL, Art & Design, Disability programs, English as an Alternative Language, Education Support, Sport & Recreation, Early Childhood Education and Care, Professional Education, Reconnect and Student Learning Support across the Institute's campuses. The Division has staff based at Warrnambool, Portland, Hamilton and Colac but may conduct programs in other regions.

The Division supports the delivery of teaching and learning programs at SWTAFE, including the development and implementation of educational projects aligned with the strategic direction of the organisation in collaboration with our Industry and community partners. This will be achieved through the delivery of high-quality skills training that meet the current and emerging needs of the region.

Position Overview (Your Opportunity)

The Education Support Worker is vital position within SWTAFE supporting students with the class room.

The Education Support Worker offers subject matter support to students within class time to ensure they maintain up to date with course work. The role works exclusively with students and their teachers to achieve maximal success for each student that requires in class support.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Provide regular and accurate direction to students as provided by the teacher
- Assist teaching staff by performing non-teaching duties
- Operate within specific guidelines but with scope to exercise discretion in the application of established procedures
- Work with individual and/ or small groups of students.
- Give feedback to the appropriate staff members.
- To develop an understanding of the specific problems and programs operated by the class.
- Assist and participate in learning activities
- Prepare learning areas and activities
- Assist with the preparation of teaching aids and resources

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- A demonstrated understanding of student centred support programs or services
- Demonstrated experience and knowledge in finance, accounting and /or bookkeeping
- Demonstrated strong interpersonal skills, which include the ability to communicate effectively with a range of people and in a variety of situations
- The ability to seek information necessary to solve problems as they arise
- Flexibility in a changing environment whilst maintaining professional practice
- A team player who achieves goals whilst utilising an organised and methodical approach to work

Qualifications and Requirements

Mandatory requirements

- Trade certificate (e.g. Cert III Education Support) related to the position and demonstrated relevant experience or equivalent relevant experience
- Employees with lesser formal qualifications and relevant knowledge of the job or experience may be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Capacity to use Microsoft Office products and relevant industry software and programs
- Current Victorian Driver's Licence

Highly desirable requirements

- Interest in teaching

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Employee		