

# EDUCATION ASSISTANT – AUSLAN

## MIDDLE SCHOOL

### JOB DESCRIPTION

The Education Assistant (AUSLAN) in the Middle School will support the needs of an individual student in the classroom.

**Reports to:** Head of Middle School & Academic Support Coordinator- Middle School

#### Main Duties:

- Assists the teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment
- Works under limited supervision and may be expected to participate within a team situation, consulting and providing feedback relating to their relevant area
- Performs tasks which require discretion in problem solving, decision making, and choosing methods and processes to achieve education outcomes that are determined through consultation with teachers, or other professionals
- Performs activities within or outside school resulting in the supervision of students without the presence of a teacher
- Applies techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning, or a relevant qualification
- Facilitates communication between deaf and hard of hearing students, teachers and other staff members and hearing students
- Interprets all that is said in and outside the classroom environment, and assists with the communicative needs of deaf or hard of hearing students using Australian Sign Language (Auslan) or another sign language or sign system relevant to the child's mode of communication
- Orally interprets when a deaf or hard of hearing student uses sign language or other sign systems to address the class, when working in a small group, communicating with another individual student or the teacher
- Assists deaf or hard of hearing students understand the education programs through teacher directed tutoring e.g. working on difficult vocabulary, clarifying homework directions
- Prepares for interpreting by pre-reading appropriate materials such as lesson notes
- Other duties as requested by the Head of Middle School & Academic Support Coordinator- Middle School or their delegate

#### Outcomes:

- Sign language interpreting and teacher directed tutoring are performed according to the specific needs of deaf or hard of hearing students
- Classroom, school and community focused support is provided to enable the delivery of high-quality student-focused learning programs
- Classroom, school and community level support is provided to ensure the learning environment is inclusive and relevant, with the health and safety of students a high priority
- Assistance is provided in an effective and efficient manner to teachers during classroom activities and appropriate materials are prepared for deaf or hard of hearing students

- Through the variable delivery of the education program and assistance provided by the Education Assistant (Auslan), students develop confidence, independence and a sense of wellbeing in a variety of educational and social settings
- Teacher-directed tutoring is provided to deaf or hard of hearing students to ensure that the education program is understood
- Effective communication between students and teachers is maintained at all times

### **Skills and abilities required:**

- Demonstrated well developed oral and written communication and interpersonal skills, including the ability to interact with deaf or hard of hearing students, liaise with parents, teachers and community members and where necessary assist teachers in understanding students
- Demonstrated well developed organisational skills, including the ability to contribute to a professional team and deliver an effective education program
- Demonstrated knowledge and understanding of issues relevant to deaf or hard of hearing students

### **Qualifications/clearances required:**

- A Certificate, Diploma or Advanced Diploma of Auslan Interpreting (paraprofessional/professional) and/or NAATI accreditation or have considerable proven experience as an interpreter
- A current Department of Education Criminal Record Clearance prior to commencement of employment
- Ability obtain or hold a current Working with Children Check
- Hold or be actively working towards, a Certificate III in Education Support (or equivalent), consistent with the *National Quality Standard for Early Childhood Education and Care*.

### **General Conditions:**

- As per the Educational Services (Schools) General Staff Award 2010 and the Scotch College Administrative and Technical Officers' Additional Conditions 2014
- Ongoing nature of the position is dependent on the enrolment of the allocated student