

Position Description	
Job Details	
Position Title: School Assistant	Year: 2020
Stream/Function/Department: GBS	
Reports directly to: Class teacher	Direct Reports
Background Information	
Qualifications	<i>Undergraduate</i>
	<i>Postgraduate</i>
	<i>Other</i>
RIDBC Overview	
<p>Royal Institute for Deaf and Blind Children (RIDBC) provides quality, innovative services to achieve the best outcomes for current and future generations of Australians with vision and/or hearing loss.</p> <p>RIDBC provides education, therapy, audiology and cochlear implant services for adults and children with hearing and/or vision loss, and their families. Services include:</p> <ul style="list-style-type: none"> ▪ Early learning programs for children with vision and/or hearing loss from birth to six years ▪ Preschool and school programs for children with vision and/or hearing loss and specialist preschool and school support services for children attending mainstream preschools and schools ▪ Assessment, planning and therapy sessions for children and adults with vision and/or hearing loss ▪ Specialist hearing and vision services delivered to children, adults and families in regional and remote areas of Australia via videoconference and other technologies ▪ Cochlear implantation and habilitation services for children and adults, through SCIC Cochlear Implant Program, an RIDBC service ▪ World class research, continuing professional education programs and postgraduate courses for professionals working with people with vision and/or hearing loss, through RIDBC Renwick Centre. ▪ As a not for profit, RIDBC relies significantly on fundraising and community support to be able to continue to make a difference in the lives of people with vision and/or hearing loss. 	
Working for RIDBC	
<p>RIDBC's ability to provide high quality services to people with vision or hearing loss is directly dependent on the experience, knowledge and professionalism of its staff.</p> <p>With more than 500 employees and over 1,500 volunteers, RIDBC employs a diverse range of staff across its many programs including: teachers, audiologists, speech pathologists, surgeons, orthoptists, occupational therapists, psychologists, physiotherapists, technology</p>	

consultants, academics and researchers. We also employ a range of people in business support functions including corporate services, library services, fundraising, marketing and communications and human resources.

RIDBC is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. At RIDBC we are committed to employing the very best people in the industry who have a genuine passion for working with children and adults with disabilities and have the right level of experience and knowledge.

RIDBC Values

- Integrity – Our actions match our words
- Empowerment – Owning my experience
- Community – Connected, not isolated
- Respect – We all matter
- Courage – Go beyond fear
- Communication – Exchange with purpose

Key Responsibilities	Performance Indicators
<p>1. To work under the guidance of the class teacher, but may supervise a small group of children without the teacher present.</p>	<p>Contribute in regular discussions with teachers and therapists to ensure the outcomes of the goals set out in the I.P's are being met.</p> <p>Work collaboratively with the teacher and observe, discuss and report relevant findings about the student's learning.</p> <p>Assist teacher with preparation of resources needed for teaching.</p>
<p>2. To support teachers in the delivery of the curriculum to enable teachers to complete 1:1 specialist teaching.</p>	<p>Read, understand and follow curriculum outcomes as specified in individual plan.</p> <p>Use initiative to achieve successful outcomes.</p> <p>Support teachers to carry out effective teaching and learning programmes.</p>
<p>3. To assist in the provision of the best possible environment in which children can develop language, communication and independence.</p>	<p>Ensure that Students are treated with dignity and respect at all times.</p> <p>Ensure students are on task and relevant student achievement is positively reinforced.</p> <p>Establish high expectations that value and promote learning.</p>
<p>4. To attend general staff, in-service and department meetings as determined by the Principal.</p>	<p>Identifies own professional development opportunities and communicates these during Achievement and Recognition process.</p> <p>Attends Professional Development Programs.</p> <p>Demonstrates a commitment to ongoing learning</p> <p>Attend and actively participate in staff meetings and RTD meetings as required.</p>

<p>5. Complete other duties as directed by the Class Teacher, Coordinator or Principal.</p>	<p>Working in a team environment, ensure that all obligations required by you as a teacher's aide are met.</p> <p>Assist supervising children in the playground or in small groups outside normal classroom operations.</p>
<p>6. Monitor hearing aids, cochlear implants and FM systems. Notify the audiologist and the student's teacher at Garfield Barwick School of any problems relating to the student's hearing.</p>	<p>Student's audiological equipment is regularly monitored.</p> <p>Report any malfunction of equipment to teacher or audiologist.</p>
<p>7. Transport students to and from the student's partner school.</p>	<p>Follow integration timetable.</p> <p>Transport students to and from partner schools on as determined by the integration timetable.</p>

<p>8. Work co-operatively and effectively as a member of a transdisciplinary team, including teaching and therapy staff and volunteers.</p>	<p>Cooperatively support colleagues.</p>
<p>9. Foster the inclusion of children into mainstream schools by offering gradual and supported integration into a range of schools in the local area.</p>	<p>Support mainstream teachers to integrate students into a mainstream classroom.</p> <p>Provide appropriate support, information and skills to mainstream teachers and staff working with the students in their partner schools.</p>
<p>10. To develop good rapport with other staff members and with parents to ensure the most caring, appropriate environment for their children</p>	<p>Maintain good rapport with staff members and families.</p> <p>Display appropriate behaviour when representing RIDBC in the wider community.</p>
<p>11. Maintain confidentiality in all matters relating to students, families and the service.</p>	<p>Maintain confidentiality in all matters relating to students, families and the service.</p>
<p>12. The position is guided by RIDBC policy and procedures and legislation where appropriate.</p>	<p>Follows RIDBC policies, procedures and statutory obligations.</p>
<p>13. Will be responsible for personal health and safety and will comply with RIDBC requirements in relation to OHS activities and responsibilities.</p>	<p>All Workplace health and safety procedures are followed to ensure a safe working environment for self and others.</p> <p>Practice good hygiene and infection disease control.</p> <p>Have knowledge and skill to administer medication.</p> <p>Familiarise yourself with students Medical Emergency Plan to ensure action can be taken if needed.</p>

Knowledge, skills and experience – Required to perform this role

Understanding of sensory impairment, experience working with students with disabilities in a 'hands on' role, good oral and written skills, well organised, reasonable fitness levels, compliance with safe manual handling procedures, Understanding of and adherence to the principles of: Child Protection, Work Health and Safety, Equal Opportunity, Non-Discriminatory Practices and Cultural Diversity.

Personal Attributes

Good team member with excellent communication skills	Service and delivery oriented
Outcomes focused	Proactive and persistent
Values driven with strong personal and organization values match	Collaborative and consultative

Challenges	
<i>Types of challenges</i>	<i>How the position deals with them</i>
Complex organisational work practices and diverse stakeholders with often competing priorities	Navigate through the complex structures, show understanding and empathy with differences within RIDBC

Staff member's name (print):		Date:
Staff member's signature:		

Supervisor's name (print):		Date:
Supervisor's signature:		