



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.*

## Teacher Aide

Team	School
Location	Cairns
Manager	Team Leader – AQ Cairns
Classification	Teacher Aide - <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Part-time

### Purpose

The purpose of this position as Teacher Aide is to work under supervision, supporting teachers and allied health professionals in the provision of quality teaching and therapy services to children on the autism spectrum.

### Responsibilities

- Support the Teacher in the design, preparation and implementation of individualised programs for each child in the group or individual program
- Initiate cooperative, positive and flexible student involvement throughout a variety of session activities and tasks under the supervision of the Teacher
- Assist in the supervision of children in the playgrounds before classes commence and during recesses and lunch breaks, including rostered playground duty
- Assist other AQ staff in maintaining a safe and secure learning environment for students in all areas of AQ premises and transport
- Assist the Teacher by following his/her directions implicitly and asking for further clarification if required
- Actively develop and/or improve own understanding of ASD through accessing AQ resources and on-the-job training
- Attend and participate in staff meetings

### Key Performance Indicators

- Individualised programs are implemented for all students

- Accurate student records are maintained detailing student needs and updates on programs as required by the Teacher
- Input provided to Teacher for reports on student progress as and when required
- Attendance at all training and development sessions is recorded
- All contact with students and their families is documented
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Demonstrated ability to work autonomously and in a multi-disciplinary team
- Ability to communicate effectively, verbally and in writing
- Enthusiastic about the provision of quality services to children on the autism spectrum
- Proven effectiveness in supporting children with special needs
- Experience with educational programs which may include self-care, feeding, toileting and social skills

## Highly-regarded

- Certificate III in Education Support
- Experience working with children on the autism spectrum
- Experience with children who present with challenging behaviours

## Special Conditions & Requirements

- Term-time position with annual Leave to be taken in school holiday periods
- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card
- Certificate of completion in NDIS Worker Orientation Module “Quality Safety and You”

Position Description Reviewed: March 2019