

MAKING CAREER CHOICES

FACT SHEETS TO HELP YOU CHOOSE
THE RIGHT CAREER AND STUDY PATH



Education Aide

Teacher's Aide, Education Support Staff

Industry Description

Practitioners in this industry will be required to perform non-teaching duties to assist teaching staff in a range of education environments. Duties may include preparing areas and materials for learning, assisting with supervision and supporting students' intellectual, physical, social and emotional development.

Below are some of the particularly demanding requirements. Reasonable Adjustment may apply for individuals with specific support needs in industry training. The learner should have:

- the ability to organise, plan and prioritise work tasks
- the ability to listen to others and give full attention, taking time to understand and asking questions as appropriate (active listening)
- the ability to read and interpret written materials (reading comprehension)
- the ability to undertake moderate to complex writing tasks
- the ability to remain in control in stressful or challenging situations
- the ability to follow through on verbal and written instructions
- the ability to come up with ideas and solutions to problems
- the ability to perform moderate to complex mathematical functions
- the ability to model appropriate social behaviour
- the ability to think and move around quickly to respond to children's needs and safety requirements
- the ability to be responsible for others' health and safety
- tolerance for standing, bending, twisting, reaching, lifting and carrying.

Below are some of the important personal abilities that are required. The learner should have:

- good communication skills (with teachers, children and parents)
- tolerance, patience and tact in dealing with people of different backgrounds, ages and cultures



- maturity and common sense
- the ability to work independently and as part of a team
- enjoyment in helping children learn
- the ability to accept direction and supervision.

Workplace Health and Safety

All practitioners must understand their workplace health and safety obligations and safety requirements under the:

- *Work Health and Safety Act 2011* which imposes obligations on people at workplaces to ensure workplace health and safety.
- *Work Health and Safety Regulation 2011* that describes what must be done to prevent or control certain hazards which cause injury, illness or death.
- *Codes of Practice*, which are designed to give practical advice about ways to manage exposure to risks common to industry.

All practitioners must be able to participate in Risk Assessments, Incident Reports and Hazard Identification.

An approved First Aid Certificate is desirable for employment In Queensland as an Education Aide.

A course of Hepatitis A & B vaccinations is advisable.

Legislative or licensing issues

All practitioners must meet the qualification requirements set by industry standards.

Resources and further information

For more information on duties, tasks and career and labour market information relating to Education Aide, please refer to <http://joboutlook.gov.au>.

Industry information/professional associations

Early Childhood Education and Care <http://deta.qld.gov.au/earlychildhood>

For career resources to help explore and plan careers, visit www.myfuture.edu.au.

This is intended to be used as a tool for career research, in conjunction with other resources. For specific course information, please refer to the TAFE Queensland website www.tafeqld.edu.au or ring 1300 308 233.



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