

DISABILITY ASSISTANT

BRANCH/UNIT	Student Services		
TEAM	Student Services		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	Disability Assistant		
POSITION NO.	Various		
ANZSCO CODE	240000	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Disability Assistant is responsible for assisting students with a disability to have the same access to education and training as other students by writing/typing, transcribing and/or reading relevant course material as directed by the Teacher/Consultant for students with disabilities. Disability Assistants (Notetaker/Reader/Writers) will be required to work with students, teachers and other TAFE NSW staff.

3. KEY ACCOUNTABILITIES

1. Making comprehensive, legible, well-organised notes in the appropriate format, eg. Tape, plain English or diagrammatic presentation to record all relevant information pertaining to the course in which the student is enrolled. These notes are to meet the specific learning needs of the student.
2. Writing/typing any written material as required by students with a disability to meet course requirements.
3. Writing/typing/reading exam questions and answers as required by students with a disability.
4. Reading any relevant material provided by the course to students with a disability.
5. Performing other duties relevant to the position as required by the Teacher/Consultant for students with disabilities.
6. Apply the principles of Equal Employment Opportunity (EEO), Occupational Health & Safety (OH&S), ethical practice, Ethnic Affairs Priorities Statements, NSW Government policies and procedures, and other legislative requirements in the conduct of the duties of the position.
7. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
8. Place the customer at the centre of all decision making.
9. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. POSITION DIMENSIONS

Reporting Line: TAFE NSW Teacher/Consultants for Students with Disabilities

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: Nil

Budget/Expenditure: Nil

5. ESSENTIAL REQUIREMENTS

1. Literacy and numeracy skills at Higher School Certificate (HSC) level or equivalent.
2. Highly developed listening, reading, interpersonal and communication skills.
3. Knowledge of alternative communication formats, eg picture and large print formats.
4. Ability to use relevant PC computer applications, including word processing.
5. Demonstrated capacity to produce accurate class notes.
6. Ability to summarise relevant information presented in the class.
7. Awareness of the needs of people with a disability undertaking vocational education and training.
8. Understanding of and ability to implement the principles of EEO, OH&S, ethical practice, the Ethnic Affairs Priorities Statements, NSW Government policies and procedures and other relevant legislative requirements.