

DISABILITY ASSISTANT – READER, WRITER, NOTETAKER

BRANCH/UNIT	Student Services		
TEAM	Student Services – Western		
LOCATION	Various		
CLASSIFICATION/GRADE/BAND	Disability Assistant		
POSITION NO.	TBA		
ANZSCO CODE	242000	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 (Reader, Writer, Notetaker) assists students with a disability to access education and training as all other students by writing/typing, transcribing and/or reading relevant course material as directed by the Teacher/Consultant for students with disabilities.

3. KEY ACCOUNTABILITIES

Disability Assistants (Reader, Writer, Notetaker) will be required to work with students, teachers and other TAFE NSW staff. Duties directly related to education and training delivery include:

1. Making comprehensive, legible, well-organised notes in the appropriate format e.g. 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 student(s) with a disability.
5. Performing other duties relevant to the position as required by the Teacher/Consultant for students with disabilities.

4. POSITION DIMENSIONS

Reporting Line: Manager Student Hubs

Direct Reports: 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 e.g. 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.