



POSITION DESCRIPTION

Participation Assistant (PA)

Reports to: Coordinator Disability Liaison/
Disability Advisor

Department: Student Support Services

Classification: PACCT Level 2

Location: All Campuses

Primary objectives

To assist students with a disability to be able to undertake further education and have the same educational opportunities in accordance with Institute policy, which reflects the current Disability Standards for Education, Disability Discrimination Act and Equal Opportunity Act.

Position summary

The role of the Participation Assistant is to assist a student to participate in and benefit from classroom activities. This role will vary, depending on the specific needs of the individual student and may take the form of one or a combination of the key responsibilities outlined below.

Key responsibilities

- To liaise with the Disability Coordinator/ Advisor regarding the coordination of supports for each student.
- To honour the students' rights to dignity, privacy and confidentiality.
- Take notes in language that the student will understand or help the student to keep a record of the content, discussion and specific instructions given in class.
- To assist the student to build rapport with and refer to the teacher/subject expert.
- Provide additional support outside normal classroom hours, when funding allows, to reinforce material (theory and practical skills) presented by the teacher.
- Provide extra explanation or clarification of procedures, words and new concepts.
- Assist the student with gathering materials and structuring assignments, and preparing for examinations.
- Assist the student to develop and improve time-management skills and study techniques.

- Encourage student independence and ownership of work.
- Provide physical assistance where necessary.
- Social inclusion assistance in and outside of the classroom where necessary.
- Interact with the student in a respectful and consistent manner.
- Advise and/or recommend to the Disability Liaison Officer/ Disability Liaison Advisor/ Teaching staff of additional learning needs or support that may be required.
- In consultation with the student, write a brief progress/assessment report at regular intervals, as requested by the Disability Liaison Officer/ Advisor.
- Attend progress meeting with the student, Disability Liaison Officer/Advisor and teaching staff as required.
- Report any hazard/barriers observed for students with a disability in accessing TAFE facilities and participating fully in Institute activities.
- In consultation with the Disability Liaison Officer/ Advisor, maintain an accurate form of client case recording in accordance with Student Support Services and the Institute's guidelines.
- Assist as required in projects and programs undertaken by the Disability Liaison Officer/ Advisor and/or the unit as a whole.

Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Work plan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Maintain awareness and comply with the Victorian Government's Child Safe Standards.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- The ability to engage students in a sensitive and supportive manner is essential.
- Experience in the disability, wellbeing or counselling areas would be beneficial, but not essential.
- Experience working with people who have a disability.
- Experience in an educational environment will be viewed highly.
- Communication and liaison skills to ascertain individual needs and advise on ongoing support needs.
- Skills in assisting students with their specific needs or preparedness to undertake training in this area.
- Knowledge of National Privacy Laws, Equal Opportunity legislation and the Disability Discrimination Act
- Sound knowledge of the Microsoft suite
- Ability to work as part of a team
- A demonstrated commitment to equality of opportunity for all people, particularly those disadvantaged through disability.

Organisational relationships

Subordinates	Key Relationships	
	Internal	External
Nil	<ul style="list-style-type: none"> • Students • Teachers 	<ul style="list-style-type: none"> • Nil

Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura, Swan Hill, Horsham and Robinvale, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- The ability to engage students in a sensitive and supportive manner is essential.
- Experience in the disability, wellbeing or counselling areas would be beneficial, but not essential.
- Demonstrated experience working with people who have a disability.
- Experience in an educational environment will be viewed highly.
- Demonstrated ability to communicate and liaise with a diverse cohort o ascertain individual needs and advise on ongoing support needs.

The successful candidate will be required to provide successful criminal record and working with children checks.

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	[name] GM, Department	[name] Incumbent
Date:		