

Position Title	Education Support Worker
Portfolio	Education
Division	Education and Creative Arts
Department/Cost Centre	NSP Initiative Project - 03609
Classification	Specialist Staff Level 3
Position Number/s	103110
Reporting to	Teaching Education Manager – Education and Creative Arts
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmara, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The Education portfolio includes the division of Education and Creative Arts

The division is committed to our vision of providing a lifetime of opportunity for all. We work in collaboration with industry, community partners and government stakeholders to establish exciting, innovative and collaborative projects that aim to meet the current and emerging employment needs of the region.

Our role is to provide education and training that enables students and our region to thrive through providing clear pathways that align to our students' ambitions, allowing them to achieve their reason for studying, and providing safe, accessible and supported learning.

We have bold aspirations to grow our student cohort as well as our partnerships with industry and community in line with our strategic plan, aiming to achieve best practice outcomes.

Position Overview (Your Opportunity)

The Education Support Worker is vital position within SWTAFE supporting students with the class room.

The Education Support Worker offers subject matter support to students within class time to ensure they maintain up to date with course work. The role works exclusively with students and their teachers to achieve maximal success for each student that requires in class support

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Provide regular and accurate direction to students as provided by the teacher

- Assist teaching staff by performing non-teaching duties
- Operate within specific guidelines but with scope to exercise discretion in the application of established procedures
- Work with individual and/ or small groups of students.
- Give feedback to the appropriate staff members.
- To develop an understanding of the specific problems and programs operated by the class.
- Assist and participate in learning activities
- Prepare learning areas and activities
- Assist with the preparation of teaching aids and resources

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- A demonstrated understanding of student-centred support programs or services
- Demonstrated strong interpersonal skills, which include the ability to communicate effectively with a range of people and in a variety of situations
- The ability to seek information necessary to solve problems as they arise
- Flexibility in a changing environment whilst maintaining professional practice
- A team player who achieves goals whilst utilising an organised and methodical approach to work

Qualifications and Requirements

Mandatory requirements

- Trade certificate (e.g. Cert III Education Support) related to the position and demonstrated relevant experience or equivalent relevant experience
- Employees with lesser formal qualifications and relevant knowledge of the job or experience may be considered
- Employee Victorian Working with Children and satisfactory Police Check
- Capacity to use Microsoft Office products and relevant industry software and programs
- Current Victorian Driver's Licence

Highly desirable requirements

- Interest in teaching

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive

Position Description

- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Employee		