

Employment of Paraprofessionals in NSW Government Schools Guidelines

CONTENTS

Employment of Paraprofessionals in NSW Government Schools.....	1
Guidelines.....	1
CONTENTS.....	2
Introduction	3
Employing a Paraprofessional.....	4
Assessment Panel for Paraprofessionals	5
Recruitment of Paraprofessional	5
Working with Children Check.....	6
Conditions of Employment	7
Educational paraprofessionals.....	7
Operational paraprofessionals.....	7
Annexures.....	8

Introduction

Paraprofessionals play an integral part in the teaching of students. Schools are able to employ paraprofessionals to assist in meeting program outcomes. Paraprofessionals provide in and out of classroom support to teachers, allowing teachers more time to focus on the learning needs of students providing a more personalised method of teaching.

There are two broad categories of paraprofessionals. Both roles are delegated by the principal:

- **Educational paraprofessionals** work under the guidance and supervision of teachers, supporting teaching and learning in the classroom.
- **Operational paraprofessionals** work under the guidance and supervision of a school executive, to fulfil non-classroom based roles in schools allowing more time for teachers to focus on teaching and learning activities.

Both educational and operational paraprofessionals can be expected to participate in school staff meetings while not having the responsibility for education decisions pertaining to curriculum, assessment and reporting. Educational paraprofessionals may assist with playground duty, provided a qualified teacher is also present.

Paraprofessionals will not supervise students, nor will they have responsibility for class management and control, or the teaching of students.

Employing a Paraprofessional

Paraprofessionals are employed through an Expression of Interest (EOI) process on a temporary basis either full time or part-time for up to one year, with the possibility of extension.

The EOI may be from within the school, or from the surrounding cluster of schools, or from beyond school communities to attract both internal and external applicants. Schools are strongly encouraged to use a range of methods to promote educational paraprofessional positions, particularly when trying to attract community members.

The number of paraprofessionals engaged by a school will depend on the support needed to achieve the intended outcomes of the School Plan. In some circumstances a school may decide to engage a number of paraprofessionals to undertake some intense support work in the school and/or form part of a “teacher” team in and across schools.

It is envisaged that schools will engage paraprofessionals for no less than one school term. Paraprofessional positions may be either in one school or shared across two or more schools within an area.

To employ a paraprofessional they must possess the following prerequisite qualifications:

- **Educational paraprofessionals** are required to have either completed Certificate III in Education Support, or equivalent (or be in the process of completing these studies) as a minimum prerequisite requirement. Equivalent studies would be in the fields of education or human services. Other suitable qualifications include Certificate IV in Training and Assessment and approved teacher education courses. Applicants for educational paraprofessional roles will be required to provide evidence of their prerequisite qualification/s (or evidence of enrolment in prerequisite qualification/s) with their expression of interest for the position.

Educational paraprofessionals could include:

- high- achieving school administrative and support staff members, including Aboriginal education officers, who are seeking career development towards teaching
 - current students in teacher education courses with the capacity to combine employment with their study commitments
 - community members who hold a teaching qualification but are not currently teaching or hold a relevant qualification in human services.
- **Operational paraprofessionals** are not required to have specific minimum prerequisite qualifications. Successful applicants will have the skills, knowledge, or experience relevant to the particular role.

Operational paraprofessionals could come from existing staff, for example a high achieving school administrative and support staff member, or from sources external to the school. It is expected that operational paraprofessionals will have relevant skills, expertise and/or experience.

Operational paraprofessional positions could also be promoted through community groups e.g. local Aboriginal Land Council or Migrant Resource Centres.

Principals of schools with significant Aboriginal student enrolments (20% of enrolments or 20 or more students) who plan to employ paraprofessionals should identify at least one

paraprofessional position for an Aboriginal person. This is in line with the intended outcomes of the [Department's Aboriginal Human Resources Development Plan](#).

Assessment Panel for Paraprofessionals

The assessment panel for educational paraprofessional positions consists of:

- Principal (convener) and
- another member of the school teaching staff.

The assessment panel for operational paraprofessional positions consists of:

- Principal or nominee (convener) and
- another member of the school staff (or school staff from another school).

Assessment panels should also comply with the principles of merit selection in their composition:

- There should be at least one male and one female representative.
- If the paraprofessional position is an identified position, the panel will need to include a person representative of the identified diversity group.
- Panel members should be familiar with recruitment policies and procedures.

Recruitment of Paraprofessional

A paraprofessional should be recruited based on merit – do they have the skills, knowledge, attributes and capabilities to undertake the role.

When undertaking the recruitment, consideration should be given to the following as a guide to assist in selecting the right applicant:

- What are the requirements of the role?
- What duties/tasks will they be undertaking?
- What responsibilities and accountabilities will they have?
- What skills, knowledge, attributes and capabilities do they need to possess?
- How will they contribute to achieving the school plan?

Written applications

Applicants should respond to the selection criteria and include a cover letter that provides details of referees. Copies of any qualifications should also be requested for Educational Paraprofessionals.

The panel should determine which applicants will progress to interview based on the contents of the EOI.

Sample EOIs are attached at Annexure 1

Interviews

Applicants who have been shortlisted should be invited for an interview.

During the interview the panel should discuss their application, the role they will be undertaking and the conditions of employment.

To encourage the applicants to provide further details about themselves the panel should ask behavioural and open questions. This encourages the applicant to talk about their skills, knowledge, attributes and experience.

The convenor should retain a record of the interviews, including the questions asked and the responses provided.

Referee checks

Referee checks may be undertaken either before or after the interviews have been conducted.

Referees should only be asked questions relating to the skills, knowledge and attributes of the applicant relevant to the role they will be undertaking.

Details of the referee checks – questions asked and responses – should be recorded and retained.

Engagement Notice

Once the selection process has concluded the relevant engagement notice must be completed. The engagement notice must be forwarded to the Shared Service Centre for the area.

Engagement Notices attached at Annexure 2

Working with Children Check

Principals are reminded that as an employer the Department is governed by child protection and employment legislation. As such principals must ensure that [Working with Children Check](#) procedures are followed.

Conditions of Employment

Principals are required to advise all paraprofessionals of their conditions of employment prior to employment as follows:

Educational paraprofessionals

Educational paraprofessionals are employed under the *Teaching Service Act 1980*. They are engaged in a temporary capacity and are remunerated during term time and non term time. They are expected to complete class preparation duties during non teaching weeks as planned with the classroom teacher.

The hours of duty for educational paraprofessionals are the same as teachers' hours and educational paraprofessionals are paid during term time and non term time. Educational paraprofessionals do not have to attend work during non term time.

Annual leave is built in to non term time and is granted for four calendar weeks per year for educational paraprofessionals in the Eastern Division during the first calendar non term week of the summer, autumn, winter and spring student vacations. Annual leave is granted for five calendar weeks for educational paraprofessionals in the Western Division during the first non calendar week of the autumn, winter and spring student vacations and during the first two calendar non term weeks of the summer student vacation.

The pay scale for an educational paraprofessional can be located on the intranet at:

<https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/ires/indrel/rates/detteaching.pdf>

Operational paraprofessionals

Operational paraprofessionals are employed under the *Education (School Administrative and Support Staff) Act 1987*. They are engaged in a temporary capacity and are remunerated during term time and non term time. They are expected to complete preparation tasks during non teaching weeks as planned with school staff. This is typically completed away from school, however should a person wish to use school resources then they could negotiate this with their school principal.

The hours of duty for operational paraprofessionals will be seven (7) hours per day (exclusive of breaks). Employees are entitled to an unpaid lunch break of at least 30 minutes and are also entitled to a paid 10 minute morning and afternoon break provided that business is not affected.

Operational paraprofessionals accrue recreation leave on the basis of time worked in the same manner as for public service staff. (For full time staff leave accrues at the rate of 20 days per year (25 days for employees in the central and western divisions of the state). Recreation leave is to be taken in the first 20 days (excluding public holidays) of the summer (Term 4) vacation (first 25 days of the summer vacation for central and western divisions).

The pay scale for operational paraprofessionals can be located on the intranet at:

<https://detwww.det.nsw.edu.au/media/downloads/intranet/lists/directoratesaz/ires/indrel/rates/detsass.pdf>

Annexures

EXPRESSION OF INTEREST – EDUCATIONAL PARAPROFESSIONAL INSERT NAME OF SCHOOL

An Educational Paraprofessional position has become available at **insert name of school** to support the achievement of objectives in the School Plan. The position is a **(delete one) full time/part-time temporary** position until **insert date** with the possibility of extension. The successful applicant should be willing to commence in this role by **insert date**.

The Educational Paraprofessional role is designed to provide in and out of classroom support to teachers, allowing teachers more time to focus on student learning. Educational Paraprofessionals assist, support and work closely with teachers in the classroom to improve student learning outcomes.

Applications for this position close insert time and date of closing

This is a child related position. Applicants must have a valid and current Working with Children Check (WWCC) clearance as a condition of employment. To apply for a WWCC Clearance, visit the [Advocate for Children and Young People](#). In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment.

School information

Insert brief description of school context, with link to school website.

Statement of duties:

Under the direction and guidance of teaching staff educational paraprofessionals will:

- Facilitate small group and one to one interventions to reinforce learning concepts introduced by the classroom teacher as part of a personalised approach to learning
- Work with the teacher to support quality learning in the classroom, including literacy and numeracy programs
- Assist the teacher with planning and implementing learning and assessment strategies
- Assist in researching appropriate ICT-based learning materials, software and systems for classroom use and assist students to use such materials
- Assist in planning and preparing the learning environment, including preparing needed materials, supplies and technologies
- Assist in gathering and recording relevant data to support the monitoring, assessment and reporting of students' learning
- Gather educational research to support teachers to investigate effective practices that improve student learning outcomes
- Support teachers in relation to parent teacher meetings concerning students' progress and/or community related activities as required by the teacher
- **(amend or delete as required for school context)** Provide extra assistance to students from linguistically diverse backgrounds, students with special needs, students with disabilities, and Aboriginal students
- Perform other related duties as required by the principal

Conditions of employment

Educational Paraprofessionals are employed under the *Teaching Services Act 1980*. Hours of duty

are the same as teachers' hours. Educational paraprofessionals can be expected to complete preparation tasks during non-teaching weeks as planned with the teacher.

Selection criteria

Applicants for the position of Educational Paraprofessional will be assessed against the following criteria:

- Certificate III (minimum qualification) in Education Support (or equivalent). Other suitable qualifications include Certificate IV in Training and Assessment or current enrolment and partial completion of an approved teacher education degree course.
- Understanding of child and adolescent development, student learning and the operations of NSW public schools
- Excellent capacity to relate well to children and young people and understanding of the practical skills needed to work in classrooms
- Capacity to work as part of an education team under the direction and supervision of teaching staff to assist in implementing activities aimed at improving the learning outcomes of students
- Well-developed communication and interpersonal skills and the ability to cooperate with teachers to assist in developing and implementing programs to make a positive contribution to a diverse school community
- Strong organisational skills and ability to prioritise work consistent with the educational objectives determined by teaching staff
- **Add Aboriginality / working with Non-English Speaking Background students if required**

How to apply

Applicants are asked to submit an expression of interest addressing the selection criteria and statement of duties.

In addition, applications **must include**:

- 1) a cover letter, including applicant's contact number, postal address and email address and contact details for two referees; AND
- 2) a certified copy of qualifications and/or academic transcripts.

Any interview or offer of employment is conditional on the outcome of the Working with Children Check and verification of qualifications.

Enquiries should be directed to:

Insert contact number, telephone number and email address

Applications should be forwarded to:

Insert name, email and postal address

Expressions of interest close **insert time and date**

EXPRESSION OF INTEREST – CLASSROOM TEACHER SUPPORT OFFICER (OPERATIONAL PARAPROFESSIONAL – GENERALIST)

INSERT NAME OF SCHOOL

A classroom teacher support officer position has become available at **insert name of school** to support the achievement of objectives in the School Plan. The position is a **(delete one)** **full time/part-time temporary position until insert date** with the possibility of extension. The successful applicant should be willing to commence in this role by **insert date**.

Classroom teacher support officers are a type of operational paraprofessional. The operational paraprofessional role is designed to provide in and out of classroom support to teachers, allowing teachers more time to focus on student learning.

Applications for this position close **insert time and date of closing**

This is a child related position. Applicants must have a valid and current Working with Children Check (WWCC) clearance as a condition of employment. To apply for a WWCC Clearance, visit the [Advocate for Children and Young People](#). In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment.

School information

Insert brief description of school context, with link to school website.

Statement of duties:

Under the direction and guidance of teaching staff classroom teacher support officers will:

- Prepare classroom as directed for activities/lessons
- Prepare, maintain, organise and monitor resources and equipment
- Assist the teacher to source curriculum support materials
- Assist the teacher to organise school excursions and incursions
- Set up classroom displays which support student engagement
- Record student assessment results
- Provide clerical/administrative classroom support such as photocopying, scanning files, word processing
- Perform other related duties as required by the principal

Conditions of employment

Operational paraprofessionals are employed under the *Education (School and Administrative and Support Staff) Act 1987*. The hours of duty for operational paraprofessionals will be seven (7) hours per day (exclusive of breaks). Employees are entitled to an unpaid lunch break of at least 30 minutes and are also entitled to a paid 10 minute morning and afternoon break provided that business is not affected.

Operational paraprofessionals can be expected to complete preparation tasks during non-teaching weeks as planned with school staff. This is typically completed away from school; however should a person wish to avail themselves of the school resources then they could negotiate this with their school principal.

Selection criteria

Applicants for the position of classroom teacher support officer will be assessed against the

following criteria:

- Ability to relate well to students
- Capacity to work as part of a team
- Effective communication, organisational and interpersonal skills
- Demonstrated experience in the use of computer software applications and office based equipment
- Ability to maintain teaching and learning records and administrative systems
- Add Aboriginality / working with Non-English Speaking Background students if required

How to apply

Applicants are asked to submit an expression of interest addressing the selection criteria and statement of duties.

Applications **must include** the applicant's contact telephone number; postal address and email address (if applicable) as well as contact details for **two referees**.

Any interview or offer of employment is conditional on the outcome of the Working with Children Check and verification of qualifications.

Enquiries should be directed to:

Insert contact number, telephone number and email address

Applications should be forwarded to:

Insert name, email and postal address

Expressions of interest close **insert time and date**

EXPRESSION OF INTEREST – COMMUNITY ENGAGEMENT OFFICER (OPERATIONAL PARAPROFESSIONAL – SPECIALIST)

INSERT NAME OF SCHOOL

A community engagement officer position has become available at **insert name of school** to support the achievement of objectives in the school plan. The position is a **(delete one) full time/part-time temporary** position until **insert date** with the possibility of extension. The successful applicant should be willing to commence in this role by **insert date**.

Community engagement officers are a type of operational paraprofessional. The operational paraprofessional role is designed to provide in and out of classroom support to teachers, allowing teachers more time to focus on student learning.

Applications for this position close **insert time and date of closing**

This is a child related position. Applicants must have a valid and current Working with Children Check (WWCC) clearance as a condition of employment. To apply for a WWCC Clearance, visit the [Advocate for Children and Young People](#). In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment.

School information

Insert brief description of school context, with link to school website.

Statement of duties:

Under the direction and guidance of teaching staff community engagement officers will:

- Establish and maintain effective partnerships between the home, school and community
- Work collaboratively with school staff to support effective communication between home, school and community
- Liaise with families and school communities to discuss school programs to better understand students' learning
- Assist to develop and maintain links across transition points from pre-school to Year 12, further education and employment
- Identify issues impacting on the local community and resources available in the community that could be shared to support the school
- Develop and implement community based initiatives that provide benefits to the school and the community
- Refer family and community concerns to the principal
- Perform other related duties as required by the principal

Conditions of employment

Operational paraprofessionals are employed under the *Education (School and Administrative and Support Staff) Act 1987*. The hours of duty for operational paraprofessionals will be seven (7) hours per day (exclusive of breaks). Employees are entitled to an unpaid lunch break of at least 30 minutes and are also entitled to a paid 10 minute morning and afternoon break provided that business is not affected.

Operational paraprofessionals can be expected to complete preparation tasks during non-teaching weeks as planned with school staff. This is typically completed away from school

however should a person wish to avail themselves of the school resources then they could negotiate this with their school principal.

Selection criteria

Applicants for the position of community engagement officer will be assessed against the following criteria:

- Ability to relate well to families, students and other community members
- Understanding of the values and beliefs of the school and the nature of the school community
- Capacity to work as part of a team
- Excellent communication and liaison skills
- Effective organisational skills and an ability to prioritise own work
- Demonstrated experience in working within family and community environments
- Add Aboriginality /working with Non-English Speaking Background students if required

How to apply

Applicants are asked to submit an expression of interest addressing the selection criteria and statement of duties.

Applications **must include** the applicant's contact telephone number; postal address and email address (if applicable) as well as contact details for **two referees**.

Any interview or offer of employment is conditional on the outcome of the Working with Children Check and verification of qualifications.

Enquiries should be directed to:

Insert contact number, telephone number and email address

Applications should be forwarded to:

Insert name, email and postal address

Expressions of interest close **insert time and date**

**EXPRESSION OF INTEREST – TECHNOLOGY LEARNING FACILITATOR
(OPERATIONAL PARAPROFESSIONAL – SPECIALIST)
INSERT NAME OF SCHOOL**

A technology learning facilitator position has become available at **insert name of school** to support the achievement of objectives in the school plan. The position is a **(delete one) full time/part-time temporary** position until **insert date** with the possibility of extension. The successful applicant should be willing to commence in this role by **insert date**.

Technology learning facilitators are a type of operational paraprofessional. The operational paraprofessional role is designed to provide in and out of classroom support to teachers, allowing teachers more time to focus on student learning.

Applications for this position close **insert time and date of closing**

This is a child related position. Applicants must have a valid and current Working with Children Check (WWCC) clearance as a condition of employment. To apply for a WWCC Clearance, visit the [Advocate for Children and Young People](#). In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment.

School information

Insert brief description of school context, with link to school website.

Statement of duties:

Under the direction and guidance of teaching staff technology learning facilitators will:

- Assist teachers to plan and prepare educational technology needed for lessons and/or school activities e.g. set up video recording equipment and interactive whiteboards
- Facilitate connected learning activities and assist teachers to utilise the Connected Classroom environment
- Assist to develop strategies to support the implementation of educational technology in the classroom
- Develop and maintain school manuals and support materials for the use of technology (including social media) and connected learning
- Collect, collate and maintain staff and student data relating to authority to publish
- Perform other related duties as required by the principal

Conditions of employment

Operational paraprofessionals are employed under the *Education (School and Administrative and Support Staff) Act 1987*. The **hours of duty** for operational paraprofessionals will be seven (7) hours per day (exclusive of breaks). Employees are entitled to an unpaid lunch break of at least 30 minutes and are also entitled to a paid 10 minute morning and afternoon break provided that business is not affected.

Operational paraprofessionals can be expected to complete preparation tasks during non-teaching weeks as planned with school staff. This is typically completed away from school; however should a person wish to avail themselves of the school resources then they could negotiate this with their school principal.

Selection criteria

Applicants for the position of technology learning facilitator will be assessed against the following criteria:

- Ability to relate well to students
- Capacity to work as part of a team supporting teachers to meet the learning needs of students
- Excellent communication and interpersonal skills
- Demonstrated effective organisational skills and an ability to prioritise own work
- Demonstrated experience in working with information and communication technologies (e.g. video conferencing equipment), computer software applications and web based applications
- Add Aboriginality / working with Non-English Speaking Background students if required

How to apply

Applicants are asked to submit an expression of interest addressing the selection criteria and statement of duties.

Applications **must include** the applicant's contact telephone number; postal address and email address (if applicable) as well as contact details for **two referees**.

Any interview or offer of employment is conditional on the outcome of the Working with Children Check and verification of qualifications.

Enquiries should be directed to:

Insert contact number, telephone number and email address

Applications should be forwarded to:

Insert name, email and postal address

Expressions of interest close **insert time and date**

EXPRESSION OF INTEREST – INFORMATION MANAGEMENT SUPPORT OFFICER (OPERATIONAL PARAPROFESSIONAL – SPECIALIST)

INSERT NAME OF SCHOOL

An information management support officer position has become available at **insert name of school** to support the achievement of objectives in the school plan. The position is a **(delete one) full time/part-time** temporary position until **insert date** with the possibility of extension. The successful applicant should be willing to commence in this role by **insert date**.

Information management support officers are a type of operational paraprofessional. The operational paraprofessional role is designed to provide in and out of classroom support to teachers, allowing teachers more time to focus on student learning.

Applications for this position close **insert time and date of closing**

This is a child related position. Applicants must have a valid and current Working with Children Check (WWCC) clearance as a condition of employment. To apply for a WWCC Clearance, visit the [Advocate for Children and Young People](#). In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment.

School information

Insert brief description of school context, with link to school website.

Statement of duties:

Under the direction and guidance of teaching staff information management support officers will:

- Support school teams to analyse data to develop strategic school plans to focus on improving student learning outcomes
- Coordinate school planning, evaluation and reporting activities
- Create and maintain spread sheets and databases
- Coordinate, gather and collate:
 - o data requested by teachers for use in curriculum planning
 - o information for inclusion in teaching programs and student reports data across school teaching and learning programs
- Assist teachers to download data reports e.g. SMART data reports
- Perform other related duties as required by the principal

Conditions of employment

Operational paraprofessionals are employed under the *Education (School and Administrative and Support Staff) Act 1987*. The hours of duty for operational paraprofessionals will be seven (7) hours per day (exclusive of breaks). Employees are entitled to an unpaid lunch break of at least 30 minutes and are also entitled to a paid 10 minute morning and afternoon break provided that business is not affected.

Operational paraprofessionals can be expected to complete preparation tasks during non-teaching weeks as planned with school staff. This is typically completed away from school; however should a person wish to avail themselves of the school resources then they could negotiate this with their school principal.

Selection criteria

Applicants for the position of information management support officer will be assessed against the following criteria:

- Ability to relate well to students
- Capacity to work as part of a team supporting teachers to meet the learning needs of students
- Excellent communication and interpersonal skills
- Demonstrated effective organisational skills and an ability to prioritise own work
- Demonstrated experience in working with computer software applications
- Capacity to contribute to school planning processes
- Capacity to assist with the development and implementation of school information management systems
- Add Aboriginality / working with Non-English Speaking Background students if required

How to apply

Applicants are asked to submit an expression of interest addressing the selection criteria and statement of duties.

Applications **must include** the applicant's contact telephone number; postal address and email address (if applicable) as well as contact details for **two referees**.

Any interview or offer of employment is conditional on the outcome of the Working with Children Check and verification of qualifications.

Enquiries should be directed to:

Insert contact number, telephone number and email address

Applications should be forwarded to:

Insert name, email and postal address

Expressions of interest close insert time and date

**EXPRESSION OF INTEREST – PROFESSIONAL EXPERIENCE
PLACEMENT OFFICER (OPERATIONAL PARAPROFESSIONAL –
SPECIALIST)**

INSERT NAME OF SCHOOL

A professional experience placement officer position has become available at **insert name of school** to support the achievement of objectives in the school plan. The position is a **(delete one) full time/part-time** temporary position until **insert date** with the possibility of extension. The successful applicant should be willing to commence in this role by **insert date**.

Professional experience placement officers are a type of operational paraprofessional. The operational paraprofessional role is designed to provide in and out of classroom support to teachers, allowing teachers more time to focus on student learning.

Applications for this position close **insert time and date of closing**

This is a child related position. Applicants must have a valid and current Working with Children Check (WWCC) clearance as a condition of employment. To apply for a WWCC Clearance, visit the [Advocate for Children and Young People](#). In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment.

School information

Insert brief description of school context, with link to school website.

Statement of duties:

Under the direction and guidance of teaching staff professional experience placement officers will:

- Work collaboratively with school and university staff to support the design and implementation of a highly effective professional experience placement program
- Communicate with universities about the placement program
- Assist to develop and distribute communications for school staff about the placement program
- Develop school manuals and support materials for the placement program
- Liaise with supervising teachers concerning administrative matters relating to the placement program and resolve issues where appropriate
- Contribute to the monitoring and reviewing of the placement program in the school
- Perform other related duties as required by the principal

Conditions of employment

Operational paraprofessionals are employed under the *Education (School and Administrative and Support Staff) Act 1987*. The **hours of duty** for operational paraprofessionals will be seven (7) hours per day (exclusive of breaks). Employees are entitled to an unpaid lunch break of at least 30 minutes and are also entitled to a paid 10 minute morning and afternoon break provided that business is not affected.

Operational paraprofessionals can be expected to complete preparation tasks during non-teaching weeks as planned with school staff. This is typically completed away from

school; however should a person wish to avail themselves of the school resources then they could negotiate this with their school principal.

Selection criteria

Applicants for the position of professional experience placement officer will be assessed against the following criteria:

- Ability to relate well to students
- Capacity to work as part of a team to support the work of school staff
- Ability to support the development of effective school and university partnerships to improve placement programs
- Excellent communication, organisational, liaison and networking skills
- Ability to meet deadlines and operate within tight timeframes
- Proficiency in the use of computer software applications and office based equipment
- **Add Aboriginality / working with Non-English Speaking Background students if required**

How to apply

Applicants are asked to submit an expression of interest addressing the selection criteria and statement of duties.

Applications **must include** the applicant's contact telephone number; postal address and email address (if applicable) as well as contact details for **two referees**.

Any interview or offer of employment is conditional on the outcome of the Working with Children Check and verification of qualifications.

Enquiries should be directed to:

Insert contact number, telephone number and email address

Applications should be forwarded to:

Insert name, email and postal address

Expressions of interest close **insert time and date**

TEMPORARY ENGAGEMENT / VARIATION NOTICE

EDUCATIONAL PARAPROFESSIONAL

All pages of this notice must be submitted. Signatures are required on page 3.
A copy of this form should be retained at the school, as well as a copy for the employee's personal records.

Employee Details:

Employee name:	Employee ID (if applicable):
	Working with Children Check No:
Home address	
Telephone contact (H or M)	Email address
School Name	School Code

BANK ACCOUNT DETAILS – Only required for first engagement or if account has changed

Name of account for salary payment:									
Financial Institution:							BSB No:		
Account No:							See page 2 for tax file information		

Long term temporary engagements cannot commence until the school is notified that the employee has been cleared following the appropriate employment screening procedures.
Please indicate notification type, with the changes to take effect.

- ☐ New Appointment - From ___ / ___ / ___ to ___ / ___ / ___
☐ Early Cessation - Last day of duty ___ / ___ / ___

☐ Reduction/Increase or Change in days
☐ Extension of current temporary engagement

Days on duty 1 day = 0.2 FTE		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	FTE					
	Account code					
Week 2	FTE					
	Account code					

Allowance Claimed (if applicable):

A completed allowance form must be submitted with this notice

FAA ☐ ADMED ☐ HCPRO ☐ REMAR ☐ OTHER ☐ : _____

Principals must confirm certification and school entitlement. **Signed:** _____

PREREQUISITE QUALIFICATIONS AND COMMENCEMENT SALARY (salary rate effective 02/01/2015)

The starting salary will be confirmed by People and Services following receipt of this temporary engagement notice with a verified copy of qualifications	
☐ Certificate III in Education Support (or equivalent) IN PROGRESS OR COMPLETE	\$56,312.00
☐ Certificate IV or diploma in an appropriate education related qualification IN PROGRESS OR COMPLETE	\$59,229.00

TERMS OF TEMPORARY EMPLOYMENT FOR EDUCATIONAL PARAPROFESSIONALS

Please read these Terms of Engagement carefully before signing the Temporary Educational Paraprofessional Engagement Notice. Please also ensure that you have read and understood the Conditions of Employment as stated in the *Employment of Paraprofessionals in NSW Government Schools Guidelines*.

Temporary engagements cannot commence until the school is notified that the employee has been cleared following the appropriate employment screening procedures.

1. This offer of temporary employment is conditional on provision of the following documents prior to your entry on duty if they have not already been provided:
 - a) tax declaration form (original to be posted);
 - b) direct deposit account details form; and
 - c) details of your complying superannuation fund where you wish your superannuation guarantee contributions to be deposited to a fund other than the Department's nominated fund of First State Super.

In addition, if this is your first period of employment in a NSW government school, you will also need to provide:

 - a) birth certificate;
 - b) proof of change of name (if applicable); and
 - c) evidence of approval to work in Australia if not born in Australia (eg working visa, Australian citizenship, permanent residence status). If you are unable to provide evidence of your approval to work in Australia, any offer of temporary employment will be invalidated.
2. This notice confirms an offer and acceptance of engagement as a temporary educational paraprofessional only for the period specified on page 1.
3. If the circumstances warranting the temporary engagement no longer pertain, the educational paraprofessional is to be given as much notice as is reasonably possible. The minimum notice period will be four calendar weeks, providing there is at least four weeks remaining until the expiration of the temporary engagement.
4. Acceptance of this offer does not constitute a permanent appointment to a position.
5. There is **no** guarantee or expectation of any further or ongoing temporary employment continuing beyond the end date as specified in the attached *Temporary Educational Paraprofessional Engagement Notice/Variation Form*. Circumstances which may arise which would lead to the dispensing of the services of a temporary employee include, but are not limited to:
 - a) the reason or purpose for employment is no longer necessary, e.g. the specified task or project is completed;
 - b) the position is no longer temporarily vacant;
 - c) additional assistance is no longer required;
 - d) budget constraints including the termination of funding for the work;
 - e) misconduct by the employee; and
 - f) poor or unsatisfactory performance by the employee.*
6. If circumstances arise where the services of a temporary employee are dispensed with, the temporary employee will be given as much notice as practicable prior to the termination of the temporary employment.
7. *If the cessation is due to unsatisfactory performance and or conduct the appropriate guidelines must be followed – these are located at <https://detwww.det.nsw.edu.au/lists/directoriesaz/ires/epac/index.htm>
8. Salary and conditions of this engagement will be in accordance with the *Employment of Paraprofessionals in NSW Government Schools Guidelines* which can be accessed online at <https://detwww.det.nsw.edu.au/lists/directoriesaz/humanresources/aboutus/newsannounce/index.htm>
9. Educational paraprofessionals are required to hold minimum prerequisite qualifications prior to commencing employment. Progression through the salary levels is dependent on completion of qualifications. Prerequisite qualification requirements and salary progression are detailed in the *Employment of Paraprofessionals in NSW Government Schools Guidelines*. If you complete your qualification whilst engaged as an educational paraprofessional a certified copy of your transcript needs to be provided to your principal who will send it to the Shared Service Centre.

PAYMENT, TAXATION and SUPERANNUATION DETAILS:

1. Payment will be deposited to a nominated account each fortnight. Casual claims must not be submitted for work relating to this temporary engagement.
2. The Department maintains separate casual and temporary payrolls and each payroll is regarded as a separate payer for taxation purposes. The tax free threshold should only be claimed from one employer.
3. If this is the first time temporary engagement and you are not currently a permanent Department employee please submit a completed Tax File Number Declaration form with this temporary engagement notice. This is an ATO form and is available from newsagents.
4. If any taxation rebate is to be applied to a temporary educational paraprofessional engagement, a Withholding Declaration must be supplied. This is also an ATO form and can be downloaded from the ATO at: <http://www.ato.gov.au/>.
5. Timely payments and correct taxation deductions are dependent on the Shared Service Centre receiving this correctly completed form and relevant supporting documents prior to the commencement of the engagement.
6. The Department will contribute 9% over and above salary paid to [First State Super](#) or another nominated superannuation fund. Should you wish to nominate a superannuation fund other than First State Super, written confirmation will be required from the fund of compliance under the Superannuation Guarantee Legislation.
7. If you are engaged in a school that attracts a Locality Allowance you need to complete a TLA form (available at the school) and forward it to the relevant Shared Service Centre for processing.

EMPLOYMENT SCREENING:

Prior to employing a person please refer to the Department's [Working with Children Check policy and procedures](#). Additional information is also available at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>.

PRINCIPAL'S CERTIFICATION

- ☐ I have discussed the terms of this engagement and temporary educational paraprofessional conditions with the educational paraprofessional prior to his/her acceptance of the offer.
- ☐ I certify the correctness of the above details in terms of sections 12 and 13 of the *Public Finance and Audit Act 1983*. I certify that the engagement of this employee is consistent with the *Employment of Paraprofessionals in NSW Government Schools Guidelines*.
- ☐ I certify that I have conducted a search in eCPC to verify the validity and currency of the employee's Working With Children Check clearance number and that the employee is not on the list of employees not to be employed in any capacity with the Department. I understand that should the appointment prove not to be in accordance with the Guidelines, the school will be required to reimburse the cost of any over resourcing.

Principal: _____ Date: _____
(Print name) (Signature)

TEMPORARY EDUCATIONAL PARAPROFESSIONAL CERTIFICATION

(tick where applicable)

- ☐ I have previously worked as a temporary or permanent employee with the Department. A Withholding Declaration form (for taxation purposes) must be provided if you wish to alter taxation arrangements currently recorded in the Department's permanent payroll.
- ☐ I have not previously worked in a NSW government school and submit with this form:
1. ☐ A completed bank account details form;
 2. ☐ A completed Tax File Number Declaration form*;
 3. ☐ Details of your complying superannuation fund where you wish your superannuation guarantee contributions to be deposited to a fund other than First State Super if applicable;
 4. ☐ Birth certificate;
 5. ☐ (If applicable) Proof of change of name
 6. ☐ (if applicable) Evidence of approval to work in Australia if not born in Australia (e.g. working visa, Australian citizenship, permanent residence status). If you are unable to provide evidence of your approval to work in Australia, any offer of temporary employment will be invalidated.

The above documents will need to be emailed to HR SSC Newcastle or Wollongong.

☐ I have read and understood the *Terms of Engagement* and other information provided above and accept this offer of temporary engagement for the period specified in this notice. I have been given access to the Department's *Code of Conduct and Child Protection Procedures*.

☐ A verified copy of my qualifications is attached to this notice.

Educational Paraprofessional: _____
Print name Signature
Date: _____

All pages of this form once signed and dated and accompanying documents should be emailed to

HR SSC Wollongong or Newcastle to avoid delay in payment.

Contact : HRSSC Newcastle Forms HRSSC.Newcastle.Forms@det.nsw.edu.au,
Ph: 1300 338 001 or
HRSSC Wollongong Forms HRSSC.Wollongong.Forms@det.nsw.edu.au
Ph : 1300 338 002

TEMPORARY ENGAGEMENT / VARIATION NOTICE
OPERATIONAL PARAPROFESSIONAL

All pages of this notice must be submitted. Signatures are required on page 3.
A copy of this form should be retained at the school, as well as a copy for the employee's personal records.

Employee Details:

Employee name:	Employee ID (if applicable):
	Working with Children Check No:
Home address	
Telephone contact (H or M)	Email address
School Name	School Code

BANK ACCOUNT DETAILS – Only required for first engagement or if account has changed

Name of account for salary payment:									
Financial Institution:						BSB No:			
Account No:								See page 2 for tax file information	

Long term temporary engagements cannot commence until the school is notified that the employee has been cleared following the appropriate employment screening procedures.
Please indicate notification type, with the changes to take effect.

- | | |
|--|--|
| ☐ New Appointment - From ___ / ___ / ___ to ___ / ___ / ___ | ☐ Reduction/Increase or change in days |
| ☐ Early Cessation - Last day of duty ___ / ___ / ___ | ☐ Extension of current temporary engagement |

Designation of Operational Paraprofessional Position [annual starting salary]:

- | | |
|--|--|
| ☐ Classroom Teacher Support Officer | ☐ Write it Right Support Officer |
| ☐ Community Engagement Officer | ☐ Information Management Support Officer |
| ☐ Technology Learning Facilitator | ☐ Professional Experience Placement Officer |

Days on duty 1 day = 0.2 FTE		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	FTE					
	Account code					
Week 2	FTE					
	Account code					

Allowance Claimed (if applicable). A completed allowance form must be submitted with this notice:

FAA ☐ ADMED ☐ HCPRO ☐ REMAR ☐ OTHER ☐ : _____

Principals must confirm certification and school entitlement. **Signed:**

Details of second position (only if same employee is appointed to another temporary operational paraprofessional position)

Days on duty 1 day = 0.2 FTE		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	FTE					
	Account code					
Week 2	FTE					
	Account code					

Allowance Claimed (if applicable). A completed allowance form must be submitted with this notice:

FAA ☐ ADMED ☐ HCPRO ☐ REMAR ☐ OTHER ☐ : _____

Principals must confirm certification and school entitlement. **Signed:**

TERMS OF TEMPORARY EMPLOYMENT FOR OPERATIONAL PARAPROFESSIONALS

Please read these Terms of Engagement carefully before signing the Temporary Operational Paraprofessional Engagement Notice. Please also ensure that you have read and understood the Conditions of Employment as stated in the *Employment of Paraprofessionals in NSW Government Schools Guidelines*.

Temporary engagements cannot commence until the school is notified that the employee has been cleared following the appropriate employment screening procedures.

1. Required documentation

This offer of temporary employment is conditional on provision of the following documents prior to your entry on duty if they have not already been provided:

- a) tax declaration form (original to be posted);
- b) details of your complying superannuation fund where you wish your superannuation guarantee contributions to be deposited to a fund other than the Department's nominated fund of First State Super.

In addition, if this is your first period of employment in a NSW government school, you will also need to provide verified copies of:

- a) birth certificate;
- b) proof of change of name (if applicable); and
- c) evidence of approval to work in Australia if not born in Australia (eg working visa, Australian citizenship, permanent residence status). If you are unable to provide evidence of your approval to work in Australia, any offer of temporary employment will be invalidated.

2. Conditions of employment

The conditions of employment are as provided in the *Employment of Paraprofessionals in NSW Government Schools Guidelines* and are available at

<https://detwww.det.nsw.edu.au/lists/directoratesaz/humanresources/aboutus/newsannounce/index.htm>

3. Leave

Any leave you intend to take during your employment must be applied for in advance where possible. For full time operational paraprofessionals, recreation leave is accrued at a rate of 20 days per year (25 days per year in Western division). Recreation leave is to be taken in the first 20 days (excluding public holidays) of the summer (Term 4) vacation (first 25 days of the summer vacation for central and western division).

4. Cessation of employment

Should the circumstances of this appointment change, you will be given as much notice as practicable before the change occurs or your employment is terminated. There is no guarantee or expectation of any further or ongoing temporary employment continuing beyond the end date as specified in this *Temporary Operational Paraprofessional Engagement Notice/Variation Form*. Circumstances which may arise which would lead to the dispensing of the services of a temporary employee include, but are not limited to:

- a) the reason or purpose for employment is no longer necessary, e.g. the specified task or project is completed;
- b) the position is no longer temporarily vacant;
- c) additional assistance is no longer required;
- d) budget constraints including the termination of funding for the work;
- e) misconduct by the employee; and*
- f) poor or unsatisfactory performance by the employee.*

If circumstances arise where the services of a temporary employee are dispensed with, the temporary employee will be given as much notice as practicable prior to the termination of the temporary employment. For further details refer to the *Guide to conditions of employment for temporary and casual non-teaching staff in schools* at

<https://detwww.det.nsw.edu.au/lists/directoratesaz/humanresources/nonteachst/recruitemploy/index.htm>

*If the cessation is due to unsatisfactory performance and or conduct the appropriate guidelines must be followed – these are located at <https://detwww.det.nsw.edu.au/lists/directoratesaz/ires/epac/index.htm>

5. Superannuation

Your employer will contribute 9% over and above your annual salary to the First State Super Scheme or your nominated superannuation fund. Please note should you wish to choose a superannuation fund other than First State Super, written notification will be required from the nominated fund of compliance under the Superannuation Guarantee Legislation and the Department's eligibility to contribute to this fund.

6. Employment Screening

Prior to employing a person please refer to the [Department's Working with Children Check policy and procedures](#). Additional information is also available at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

PRINCIPAL'S CERTIFICATION

- ☐ I have discussed the terms of this engagement and temporary operational paraprofessional conditions with the operational paraprofessional prior to his/her acceptance of the offer.
- ☐ I certify the correctness of the above details in terms of sections 12 and 13 of the *Public Finance and Audit Act 1983*. I certify that the engagement of this employee is consistent with the *Employment of Paraprofessionals in NSW Government Schools Guidelines*.
- ☐ I certify that I have conducted a search in eCPC to verify the validity and currency of the employee's Working With Children Check clearance number and that the employee is not on the list of employees not to be employed in any capacity with the Department. I understand that should the appointment prove not to be in accordance with the Guidelines, the school will be required to reimburse the cost of any over resourcing.

Principal: _____ Date: _____
(Print name) (Signature)

TEMPORARY OPERATIONAL PARAPROFESSIONAL CERTIFICATION

(tick where applicable)

- ☐ I have previously worked as a temporary or permanent employee with the Department. A Withholding Declaration form (for taxation purposes) must be provided if you wish to alter taxation arrangements currently recorded in the Department's permanent payroll.
- ☐ I have not previously worked in a NSW government school and submit with this form:
1. ☐ Bank account details completed on page 1 (for direct deposit);
 2. ☐ A completed Tax File Number Declaration form*;
 3. ☐ Details of your complying superannuation fund where you wish your superannuation guarantee contributions to be deposited to a fund other than First State Super if applicable;
 4. ☐ A verified copy of my birth certificate;
 5. ☐ (If applicable) Proof of change of name
 6. ☐ (If applicable) Evidence of approval to work in Australia if not born in Australia (eg working visa, Australian citizenship, permanent residence status). If you are unable to provide evidence of your approval to work in Australia, any offer of temporary employment will be invalidated.

The above documents will need to be emailed to HR SSC Bathurst.

☐ I have read and understood the *Terms of Engagement* and other information provided above and accept this offer of temporary engagement for the period specified in this notice. I have been given access to the Department's *Code of Conduct* and Child Protection Procedures.

Temporary Operational Paraprofessional: _____
Print name Signature
Date:

All pages of this form once signed and dated and accompanying documents should be sent to HR Shared Service Centre Bathurst to avoid delay in payment.

Email: hrssc.bathurst@det.nsw.edu.au

Fax: 1300 338 003

For assistance in completing this form, please contact HR Shared Service Centre Bathurst on telephone 1300 338 003