

Teacher Aide Training and Capability Development Priorities

- Inservice for all aides before they commence work in classrooms or shortly after, depending on responsibilities.
- Role description
- Online modules
- Mandatory training
- Duty of Care, dress code, professional behaviour, positive interactions, no inflammatory remarks or actions
- Keeping yourself safe is the priority
- This is your Main Job and what that means
- Ways of working aligned to shared values and best practice
- Student protection
- Positive behaviour support and MEBS
- Medication administration
- Toileting, dressing, feeding protocols
- Annotation of student work
- Onboarding broadsheet
- Competing reports e.g., incidents, seizures, medical incident,
- Start formal training e.g., Cert 3 or 4 in Education Support
- AAC e.g., Auslan, Boardmaker, apps, Key word sign,
- Scribing.

List of 'To Do' and 'Not To Do' Actions and Behaviours for all school adults

DO	DON'T
Appropriate interactions with students	Use phones when on duty with students
Appropriate interactions with staff	Talk about students or other people in front of students
Follow the teacher's lead and directions	Talk about your private life in front of students
Always consider safety	Engage in personal conversations
Be prompt, vigilant, Early is ON TIME, on time is LATE	Take student behaviour personally
Follow break times	Leave a mess
Ask if you are unsure	Restrictive practices
Be part of a positive class culture	Swearing
Show initiative	Stand around looking and doing nothing active
Watch for and respond to student communicative attempts	Bring cigarettes, tobacco, vapes, alcohol or other prohibited substances onto campus
Be interested in the learning	Wear clothing with political or sensitive slogans
Be interested in the students	Engage in inflammatory or political discussion on campus or in association with the school
Be a team worker	Make political or sensitive remarks on social media – if it isn't suitable for the front page of the newspaper, it is not suited for your social media feed
Actively engage with students in all settings	
Be self- aware and other-aware (When working, people are not interested in your private information or conversations)	
Be responsible	
Clean up and tidy up at the end of each lesson and at the end of each day	
Any photos taken need to be uploaded to OneSchool or the Server or OneDrive before anyone goes home	

All staff toilet students	
Speak politely and professionally	