



GLENROY SPECIALIST SCHOOL

Personal Care Assistants'- We're hiring in 2025!

Passionate about working with children aged 5-18 with a disability? We are looking for nine Personal Care Assistants' to join our passionate, dedicated and fun team. You will be working in a supportive environment alongside speech pathologists, physiotherapists, teachers, nurses and education support staff to create an engaging and optimal learning environment for students while assisting student's with their personal care.

You will see a wide variety of conditions, including cerebral palsy, spina bifida and Angelman's syndrome. Full training is provided by our therapists and ongoing professional development is supported .



WHO CAN APPLY?

- Hold an employee Working with children check or be willing to obtain one.
- Are willing to undergo training as provided by our therapists
- Have 2 referees

Please send applications with addressed selection criteria to the email below.

glenroy.ss@education.vic.gov.au

QUESTIONS?

For more information, contact Aynsley Frazier at 03 9304 2263 or aynsley.frazier@education.vic.gov.au.

Glenroy Specialist School



Glenroy Specialist School provides a stimulating, caring and safe learning environment for students with physical disabilities and health impairments. We cater for students from 5 to 18 years of age (Prep to Year 12 Equivalent) and have a current enrolment of 135 students. Our student demographic consists of multiple and complex disability. For example, many of our students have visual impairment, hearing impairment, and/or epilepsy, alongside their physical disability.

Our school environment has been specifically designed with an extensive hoist system, internal and external play areas, a hydrotherapy area, nursing facilities, and a transport hub for the fleet of buses that transport students to and from school.

The team is divided into three sub-schools, each lead by a Sub-school Leader. Sub-schools are age-based and within, individual classes are formed to cater for student academic and social abilities. Our Senior Sub-school offers Transition and VCAL programs. School specialist teaching rooms include an Art room, Music/Music Therapy room, Library and Hydrotherapy pool, as well as Sensory, Physiotherapy, and Occupational Therapy spaces.

Our staff work together to provide students with a comprehensive learning program within an integrated curriculum. A nursing team manages the medical intervention and general wellbeing of students with high-support health care needs. Therapy is conducted within the classroom by the entire team. All staff participate in personal care and are involved in manual handling. All Glenroy Specialist School staff support students in education, therapy, and recreation programs.

Roles and responsibilities

**THE RESPONSIBILITIES OF THIS POSITION WILL BE:
GLENROY SPECIALIST SCHOOL IS A SCHOOL FOR STUDENTS
WITH PHYSICAL AND MULTIPLE DISABILITIES. TEACHER
ASSISTANTS WORK ALONGSIDE TEACHERS, THERAPISTS AND
NURSES TO SUPPORT STUDENTS PHYSICAL AND
EDUCATIONAL PROGRAMS.**

**WITH THE NECESSARY TRAINING, PERSONAL CARE
ATTENDANTS ARE EXPECTED TO UNDERTAKE DUTIES THAT
INCLUDE:**

- PUSHING CHILDREN IN WHEELCHAIRS INCLUDING ENGAGING
AND DISENGAGING BRAKES.**
- LIFTING AND HOISTING STUDENTS.**
- TRANSFERRING STUDENTS INTO STANDING FRAMES,
WALKING FRAMES, ONTO BIKES AND ONTO CLASSROOM
FURNITURE**
- PHYSICALLY SUPPORTING STUDENTS IN WALKING AND BIKE
RIDING PROGRAMS**
- DRESSING AND UNDESSING STUDENTS.**
- SUPPORTING STUDENT COMMUNICATION INCLUDING USING
SPECIALISED EQUIPMENT**
- MAINTAINING PERSONAL HYGIENE OF STUDENTS INCLUDING
ATTENDANT CARE AS REQUIRED.**
- MAINTAINING THE CLEANLINESS OF CLASSROOMS AND
CHILDREN'S OUTSIDE PLAY AREAS**

Personal Care Assistant Roles & Responsibilities



An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

- Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.
- Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.
- Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.
- Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

Selection Criteria



1. Demonstrate successful experience in working as a team to support students with significant physical and multiple disabilities
2. Demonstrate the ability to communicate effectively with a range of individuals including teachers, therapists and students, including the ability to accept direction and feedback
3. Capacity to be physically involved in programs across the school including manual handling and personal care
4. Capacity to mindfully undertake personal care tasks, as part of a team, ensuring students have opportunities to develop their skills while maintaining their safety and dignity

Salary is paid at a rate of a Education Support Class Level 1 Range 2.

(Includes paid school holiday leave.)

Applications close 21st May 2025