

Progression TA3-TA4 Template

Pursuant to Clause 13.10 of this Agreement, as a TA4 Teacher Aide I commit to performing higher level duties in accordance with a Personal Action Plan that is consistent with the generic TA4 Teacher Aide role description.

The following list of indicative actions are provided to assist in the development of the Personal Action Plan, but are not intended to be an exhaustive list of actions that may be agreed for each criteria.

- Hold an elected position on a departmental and/or school committee, project board or taskforce.
- Responsibility for larger work groups or functions, field groups or district operations as directed by the Principal (or delegate).
- Disseminate information and host presentations at my school about departmental and/or school initiatives as directed by the Principal (or delegate).
- Manage school inventory and resources as directed by the Principal (or delegate).
- Deliver departmental inductions and mentor other staff members as directed by the Principal (or delegate).
- Provide frontline support to staff members in respect of departmental systems and practices.
- Develop training packages and other professional development activities as directed by the Principal (or delegate).
- Join a professional body and share my knowledge and expertise with the school community.
- Develop teaching and learning resources (or participate in a working group to develop such resources) as directed by the Principal (or delegate).
- Coordinate programs (e.g. wellbeing, youth pathways, homestay, choices not chances).
- Assist in the delivery of specialised learning programs (e.g. STEAM, STEM, REM).
- Assist the Principal (or delegate) by providing specialist insight into matters which require the Principal's review or consideration.
- Coordinate promotional campaigns for school activities (e.g. school carnivals and showcases) as directed by the Principal (or delegate).

I understand that my role as a TA4 Teacher Aide can extend beyond the actions in the Personal Action Plan and that I may undertake other duties in accordance with the generic TA4 Teacher Aide role description.

.....
(Employee name)

.....
(Employee ID No.)

.....
(Employee signature)

.....
(Date DD/MM/YY)

Personal Action Plan

Using the indicative list of duties from the Undertaking identify at least one action against each criteria below. The actions can record higher level duties already being performed.

TA4 Teacher Aide Personal Action Plan	
<p>Criterion 1: I will demonstrate high level professional expertise to assist and support teachers in the preparation and delivery of effective teaching and learning programs, and behaviour management practices in accordance with the generic TA4 Teacher Aide role description in the following ways:</p>	
<p>Actions: Identify at least 1 action</p>	
<p>Criterion 2: I will demonstrate high level expertise to contribute substantially to the school plan and/or priorities in accordance with the generic TA4 Teacher Aide role description, in the following ways:</p>	
<p>Actions: Identify at least 1 action</p>	
<p>Criterion 3: I will exercise high levels of initiative, independence and/or responsibility for work groups or functions in accordance with the generic TA4 Teacher Aide role description, in the following ways:</p>	
<p>Actions: Identify at least 1 action</p>	
<p>Criterion 4: I will engage positive communication and interpersonal skills to liaise and communicate with a diverse range of students, teacher aides, teachers and stakeholders, in the following ways:</p>	
<p>Actions: Identify at least 1 action</p>	

As a TA4 Teacher Aide, in accordance with my undertaking I will perform higher level duties in accordance with this Personal Action Plan that are consistent with the generic TA4 Teacher Aide role description.

I understand that my role as a TA4 Teacher Aide can extend beyond the actions in the Personal Action Plan and that I may undertake other duties in accordance with the generic TA4 Teacher Aide role description.

Where higher level duties are unable to be identified, this will not impede my progression.

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(Employee name)

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(Employee ID No.)

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(Employee signature)

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(Date DD/MM/YY)

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(Principal name)

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(Principal signature)

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(Date DD/MM/YY)