

# Teach Today

## Careers in Education Support



Every  
child,  
every  
opportunity



# Careers in Education Support

More than you'd imagine – there are plenty of challenging, exciting and rewarding careers in education in Victorian government schools. You don't need to be a teacher to play a vital role in Victoria's education system. It's more than teaching.



Take the first step toward a career in education today. To check vacancies or apply online go to [www.teaching.vic.gov.au](http://www.teaching.vic.gov.au) and follow the links to Other Careers in Education.

## Challenging

Take the challenge and put your skills to work supporting Victoria's top class state education system.

## Exciting

Extend your professional horizons with diverse and dynamic roles in areas such as business management, human resources, and library and laboratory support.

## Rewarding

Be part of the system that is making a difference and shaping young lives.

Our top class education system relies on dedicated and talented staff members who keep our schools functioning by performing a wide variety of education support roles.

These include:

- Administration roles in areas such as human resources and finance
- Student/Teacher support roles providing classroom assistance
- Professional support services such as careers counselling and working in student health and wellbeing
- Support services in areas such as libraries, laboratories, information technology, out of school hours care services or canteens.

These challenging and rewarding roles offer competitive salaries, a family-friendly environment, flexible work hours and comprehensive leave entitlements, as well as the opportunity to support Victoria's top class state schools system.



## School administration – taking care of business

Our schools could not function without the behind-the-scenes professionals who keep them running smoothly.

Roles include:

- **Clerical and administrative roles** supporting the principal and teaching staff by managing the school's front office. This involves everything from liaising with parents and students, collecting money, photocopying, doing reports and organising newsletters.
- **Business management roles** analysing and reporting on the school's financial position and provide advice on associated record keeping and compliance requirements.
- **Human resources roles** supporting the management of recruitment, staff pay and entitlements and professional learning.

## School operations – clean and green

Clean, well-maintained buildings and grounds create a great environment for learning and present a positive image of the Victorian state school system.

Buildings and grounds maintenance staff perform a wide variety of tasks including gardening, cleaning and handyperson jobs to keep our schools in top form.

## School support services

Libraries and laboratories enrich students' education and allow them to gain an in-depth knowledge of subject areas. Schools rely on technical experts to run and maintain these services.

- **Library technicians and librarians** help instil a love of reading in children and assist students and teachers in accessing research materials. They may have a certificate in library or information services for their role, which involves managing the library and ensuring its collection of books, magazines and other resources are well-maintained, up to date and readily available to all students and staff.



- **Laboratory technicians** work closely with science teachers and students to ensure that school laboratories are safe and well run. They may have completed an apprenticeship in laboratory skills and techniques and assist by maintaining and cleaning school laboratories and setting them up for use in experiments. In addition they may also collect specimens and samples.

## Student support – helping them grow

When a child needs extra support, schools rely on expert staff to see that they get the help they need, inside and outside the classroom. Education support staff work to ensure that each student has the opportunity to achieve their potential.

They include:

- **Teacher aides** Multicultural, disability support and Indigenous education aides work with students who need extra support in their studies. They can deliver specialist programs and work with family members where needed. Aides can assist teachers and students in the classroom in areas such as using information technology to support learning activities.



- **Welfare officers** work with students, families and schools to improve the quality of life by empowering, educating and supporting them. This can include arranging and evaluating support services for students to be referred to appropriate specialist professionals.



## Choose from hundreds of jobs in metropolitan Melbourne and rural and regional Victoria

The Victorian Government is the largest employer in Victorian education, managing more than 1,600 government schools in metropolitan, regional and rural Victoria. It employs more than 50,000 people in a variety of teaching and education support roles in early childhood education and primary, secondary and special education schools.

## Enjoy flexible, family friendly working conditions and work/life balance

Flexible, family-friendly conditions for a work/life balance are available so you can have a rewarding career without sacrificing your personal life. Flexible work options such as part-time work let you combine satisfying work with the things you want and need to do, such as care for children or elderly parents or undertake voluntary and community work.

Take the first step toward a career in education today. To check vacancies or apply online go to

**[www.teaching.vic.gov.au](http://www.teaching.vic.gov.au)** and follow the links to Other Careers in Education.

[www.teaching.vic.gov.au](http://www.teaching.vic.gov.au)

Authorised by the Department of Education and Early  
Childhood Development,  
2 Treasury Place, East Melbourne, Victoria, 3002.

© State of Victoria 2009

