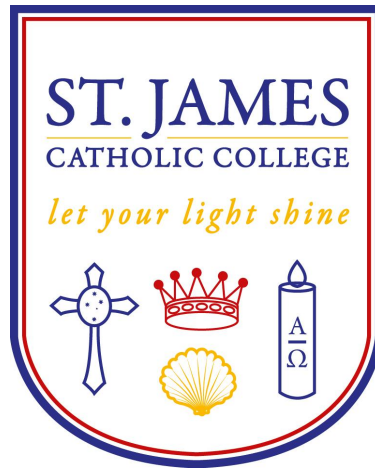


2020

ST JAMES CATHOLIC COLLEGE
CYGNET



APPLICATION PACKAGE

TEACHER ASSISTANT

LIMITED TENURE: 10 FEBRUARY 2020 - 18 DECEMBER 2020

15 HOURS PER WEEK

TERM TIME ONLY

APPLICATIONS CLOSE: 28 JANUARY 2020, 10:00AM

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administered by the TCEO;

- 35 Archdiocesan Schools
- 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

The TCEO, established in 1959, is the central administrative and coordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to coordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

St James Catholic College

Located in the picturesque township of Cygnet, St James Catholic College caters for the needs of approximately 300 students. The College is proud of its long-standing and well-respected relationship with the community.

St James Catholic College upholds the values of the Gospel lived out in the Josephite and Edmund Rice traditions.

Small class sizes enable staff to teach with a strong focus on the individual needs of each and every student. Students are supported and encouraged to reach their full potential guided by our school motto "Let your light shine". For further information please visit our website: www.sjcc.tas.edu.au

Role title:	Teacher Assistant
Classification:	Teacher Assistant, Level 2
School:	St James Catholic College
Is responsible to:	Principal
Key relationships:	Teachers, school/TCEO staff, students, parents, volunteers

ROLE ACCOUNTABILITY

The Teacher Assistant is accountable for the effective delivery of quality educational support for students to enable enhanced learning outcomes. The role provides support to teachers in the delivery of defined educational programs and activities and interventions for students.

Within the role the Teacher Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The Teacher Assistant is responsible to the Principal but will work under general supervision and direction of a teacher or coordinator.

KEY RESULT AREAS

Effective learning outcomes for students

- Provide support to the teachers in the delivery of educational programs to students.
- Assist students on an individual or group basis in specific learning areas.
- Assist student learning, where discretion and judgement is required, including providing more individualised approaches and intervention strategies, and assisting in identification of learning needs and evaluation of progress.
- Assist teachers to support participation and learning for students across the full range of physical and intellectual abilities and from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Assist with the collection, preparation and distribution of learning materials.
- Work with students to use specialised technology where required.
- Support students in class work as required by classroom teachers.
- Assist students with school routines including timetables, lockers, homework, and student code of behaviour.
- Assist students with the safe, responsible and ethical use of information communication technology (ICT).
- Provide basic physical, social and emotional care for students, and specific personal care where necessary for example assistance with meals, toileting and lifting.
- Assist students on excursions and special events.
- Participate in the monitoring, evaluation and reporting of student learning and programs.
- Communicate to teachers any difficulties, concerns and successes experienced by students or parental concerns.
- Support students with challenging behaviours in accordance with organisational policy and guidelines.
- Supervise students in study group or small group activity settings (conditions apply).
- Undertake yard duty (conditions apply).

Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Committed to supporting student outcomes through a service orientation.
- Able to relate to students with varying needs.
- Able to interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Able to establish and maintain collaborative working relationships.
- Able to apply literacy, numeracy and reasoning skills to effectively undertake role.
- Able to perform effectively in environments with competing demands.
- Able to exercise judgment and discretion in undertaking duties.
- Able to use initiative to resolve problems and conflicts in a constructive manner.
- Flexible and dependable.
- Committed to professional integrity.

EVIDENTIARY REQUIREMENTS

Essential

- Certificate III in Educational Support

- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school

Desirable

- Sign language skills, ASL preferred
- Experience and ability to work with students who are Deaf or Hard of Hearing
- Education sector experience
- Current First Aid Certificate
- Protective Handling Practices training
- Manual Handling training

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

Teacher Assistants work mostly indoors in classrooms, libraries and other school buildings. They may undertake yard duty and accompany school classes on field trips, outdoor activities and camps at times. The physical demands of the role may involve frequent sitting, walking and fine motor skills, and occasional standing, kneeling, squatting/crouching, lifting, carrying, pushing, pulling and reaching. Teacher Assistants will be expected to use a variety of teaching aides, specialised equipment and resources and may be required to undertake a range of protective handling and manual handling techniques.

ADDITIONAL POSITION INFORMATION

Start Date:	10 February 2020 - 18 December 2020
Tenure:	Limited Tenure 15 hours per week - Term Time Only
Location:	St James Catholic College, Cygnet
Hours of Work:	9:00am-3:00pm, 3 days per week (Days TBC)
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Indicative Salary Range: Teacher Assistant; Level 2 \$54,157 per annum, pro rata - plus 9.5% superannuation

FINAL CHECK LIST FOR APPLICATIONS

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated *Application for Employment Form*
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and a brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Area's (KRA's) and Personal Capabilities in the Role Description
Hint: when addressing the KRA's describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications should be forwarded electronically by 10.00am, 28 January 2020 to

sjc.employment@catholic.tas.edu.au

If you have any further queries regarding your application please do not hesitate to contact

Allan Clark on (03) 6295 1541 or email: allan.clark@catholic.tas.edu.au