

POSITION DESCRIPTION

POSITION TITLE:	School Officer – Assisting Student Learning (Food & Textiles)
SECTION:	School Officer
REPORTS TO:	Principal
CLASSIFICATION:	School Officer – Level 3
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	St Margaret Mary's College, Hyde Park

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
COMMUNITY (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-19)	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE (John 10:10)	God wants us to live life to the full.	RECONCILIATION (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
INCLUSION (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	HOPE (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		COMPASSION (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

ABOUT THE ROLE

St Margaret Mary's College, Hyde Park is a Townsville Girls Catholic High School, founded as in 1963 by the Sisters of the Good Samaritan. The College accepts enrolments from girls Years 7 to 12, and offers a wide variety of subjects and vocational programs. The College is also noted for its many extracurricular activities, its commitment to students with special needs and its variety of service opportunities for students.

The role of School Officer – Assisting Student Learning (Food & Textiles) is to contribute to the provision of a quality educational service by providing efficient and high quality support to teachers and students with the preparation and/or enhancement of learning materials for the efficient running of teaching at St Margaret Mary's College.

The School Officer – Assisting Student Learning (Food & Textiles) provides varied administrative and supports the Technology and Design teachers in preparation for practical and theoretical classes.

KEY ACCOUNTABILITIES

The School Officer – Assisting Student Learning (Food & Textiles) typical duties include, but not limited to:

- Be aware of the subject teacher's expectations of the students in the class and work with the teacher, actively participating in learning activities and encouraging students where appropriate
- Assist the teaching team with classroom resources, including preparing, purchasing and maintaining resources in accordance with College guidelines & procedures
- Develop professional relationships with staff and students based on trust and respect which reflects a positive growth mindset
- Respond to all students in the classroom in a warm & encouraging manner, build collaborative relationships with students and respond to individual learning needs as required
- Role model behaviour in line with the College's mission
- Maintain clean, hygienic and safe learning environments for staff and students
- Have knowledge of Student Protection: undergo course and maintain currency
- Have knowledge of St Margaret Mary's College policies & procedures
- Participate in meetings as required
- Proactively seek opportunities to extend own professional learning via internal & external training and participate in annual performance appraisals
- Administrative tasks as required to support the functionality of the school.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Demonstrated knowledge of food safety handling guidelines
- Demonstrated understanding of, and/or interest in, the key social and developmental issues impacting secondary school age students
- Experience in the use and maintenance of equipment located in both the Food and Textiles Technology learning environments
- Demonstrated ability to adapt to changing circumstances and embrace and contribute to new approaches
- Experience in a school/educational setting interacting with students and staff.

Skills

- Excellent organisational, planning and coordination skills including the ability to manage deadlines and maintain registers
- Ability to develop and sustain productive working relationships with members of the Food & Textiles Department
- Developed interpersonal skills, including ability to work collaboratively with all members of the College community including members of the public and parents.
- Developed written, verbal, visual and non-verbal communication skills to ensure positive engagement with staff, students and parents
- Discretion and an ability to maintain confidentiality
- Ability to display respect and empathy for all students
- Ability to complete tasks with limited supervision and/or independently

Attributes

- Enthusiastic, energetic, flexible with a pro-active attitude
- Confident, articulate and engaging with a personal warmth that engenders mutual respect with students, staff and parents
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes
- Highly motivated with a "can do" attitude.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Relevant Qualification desirable.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

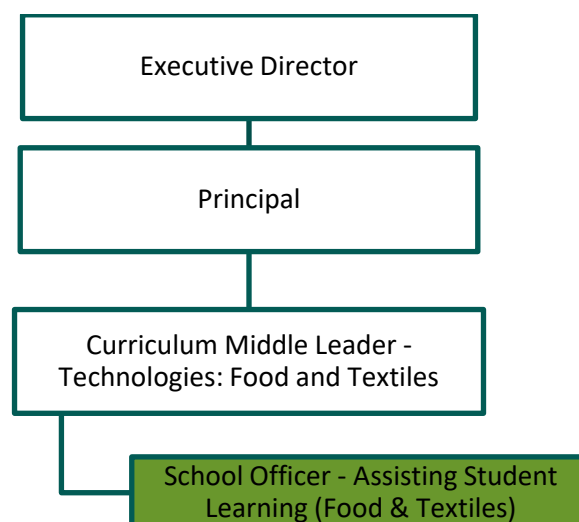
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability

Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The School Officer – Assisting Student Learning (Food & Textiles) is accountable in the first instance to the Curriculum Middle Leader – Technologies: Food and Textile and then to the Principal. The School Officer – Assisting Student Learning (Food & Textiles) communicates as necessary with staff, students and parents where appropriate. The School Officer – Assisting Student Learning (Food & Textiles) consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____