

POSITION DESCRIPTION

POSITION TITLE:	School Officer – Auslan Tutor
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:	Southern Cross Catholic College, Annandale

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 offer 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

Southern Cross Catholic College, Annandale is a primary secondary co-educational college that offers classes from Prep to Year 12. The College values effort, commitment and support and challenge our students to become their best selves. In doing so, a school environment is provided in which students can grow holistically, and promote activities, processes and structures that enhance a love of life.

The primary purpose of the SO is to contribute to the provision of a quality educational service by providing efficient and high quality collaboration with the Classroom Teacher - LOTE. The SO will strive to ensure that the curriculum is implemented appropriately and in a culturally sensitive manner including the preparation, sourcing and/or enhancement of learning materials for the efficient running of Auslan LOTE teaching at Southern Cross Catholic College.

KEY ACCOUNTABILITIES

The Key Accountabilities are as follows but not limited to, and may vary based on classroom and student's support needs:

- Work in classrooms, with the Classroom Teacher - LOTE, providing support for students
- Liaise with the Classroom Teacher - LOTE to plan and enact culturally appropriate learning experiences
- Liaise with the Classroom Teacher - LOTE to determine the progress and wellbeing of students
- Respond to all students in the classroom in a warm and encouraging manner
- Assist students with their personal organisation when required
- Assist with other duties that may be reasonably requested by the Classroom Teacher - LOTE.

Assist the student's learning and participation in the College

- Assist the Classroom Teacher - LOTE in preparing, implementing and supervising learning programs
- Follow reasonable Classroom Teacher's expectations of the students in the class and work with the teacher by actively participating in activities, intervening and encouraging students where appropriate
- Assist individuals or small groups, with activities as part of inclusive teaching and learning practices, supporting the teacher with behaviour management and the development of social skills and classroom skills development
- Respond to all students in the classroom in a warm and encouraging manner and build collaborative relationships with the students and respond to individual learning needs
- Participate in meetings, both internal and external as required.

Learning and Teaching

- Assist the Classroom Teacher - LOTE with classroom resources
- Work in partnership with the Classroom Teacher - LOTE to support student learning which may include:
 - Supporting groups of students while the teacher is engaged in focussed teaching
 - Provision of personalised support e.g. mobility or communication support, where required
 - Assisting students to complete tasks designed by the teacher
 - Preparation of support materials and resources
- Support students with identified learning barriers, to engage in a range of learning activities

Small Group and Personalised Support

- Communicate with teachers about student progress and areas of need

- Develop professional relationships with students based on trust and respect, which utilises a strengths based approach
- Provide general formative feedback to student on performance during the teaching session
- Role model behaviour in line with the College's mission

Pastoral Care

- Proactively monitor and support student wellbeing issues under the guidance of the pastoral care team
- Work to promote self-esteem and assist with student social interactions by teaching them social skills and discussing with them their social behaviours as required
- Provide assistance with communication – including notetaking, recording material and using Information and Communication Technology (ICT) to optimise the student's learning experiences.

Professional Development

- Support collegiate learning by sharing learnings with colleagues
- Proactively seek opportunities to extend own professional learning via internal and external training.

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

- Highly developed Auslan communication as a native or native-like Auslan user
- Demonstrated knowledge of the Australian Deaf community and its sociolinguistic history
- Well developed organisational and time management skills including the ability to prioritise work objectives
- Demonstrated experience working with students in a learning environment
- Demonstrated ability to work independently and as part of a team.

Skills

- Strong knowledge of Auslan linguistics as well as cultural and historical context
- Ability to model Auslan with confidence and accuracy
- Good communication skills to ensure positive engagement with staff, parents and visitors

- Demonstrated organisational planning and coordination skills including the ability to manage demanding or competing deadlines
- Good computer literacy capacity to work in partnership with the classroom Auslan Teacher.

Attributes

- Enthusiastic and energetic with a proactive attitude
- Ability to acknowledge and respect Auslan as a language belonging to the Australian Deaf community
- Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and visitors
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for students.
- Willingness to learn and develop in a supported environment
- 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.
- Qualification at certificate level or equivalent knowledge and experience relevant to the position
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- First aid qualified desirable or willingness to complete.

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.

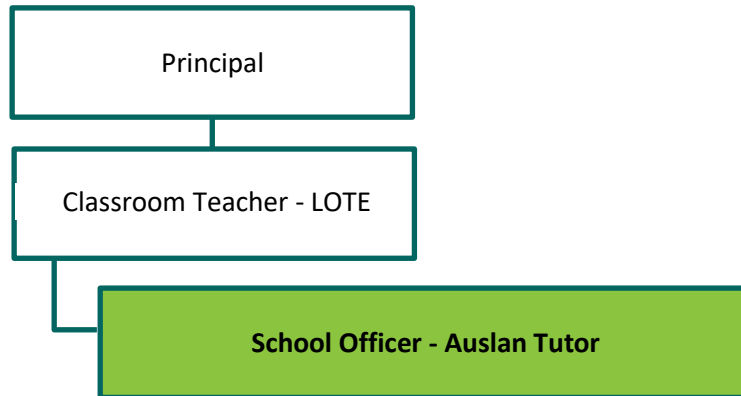
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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 – Auslan Tutor is accountable in the first instance to the Classroom Teacher - LOTE and then to the Principal. The School Officer - Auslan Tutor 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: