

POSITION DESCRIPTION

POSITION TITLE:	Inclusive Education Worker (Year 5-12)
SECTION:	School Officer
REPORTS TO:	Principal
CLASSIFICATION:	School Officer – Level 2
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	Ryan Catholic College, Kirwan

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

Ryan Catholic College, Kirwan a Catholic education for both boys and girls from Prep to Year 12 on two campuses (Prep to Year 4 and Years 5 to 12). Students are offered a diverse curriculum in modern, well-equipped facilities.

The primary purpose of the School Officer - Inclusive Education Worker is to work in collaboration with teachers to provide appropriate practical support and guidance to assist inclusive education students with learning and development. The position is assigned to the school to assist students to optimise student learning outcomes in a supported environment with a range of educational programs for cultural and special learning needs.

The School Officer - Inclusive Education Worker will demonstrate a level of competency involving the application of knowledge and skills to a range of tasks to support teachers deliver contemporary learning and teaching. The position will report to Ryan Catholic College Leadership Team.

KEY ACCOUNTABILITIES

The School Officer - Inclusive Education Worker typical duties include, but not limited to:

- Carry out a wide range of clerical duties at an advanced level, including but not limited to: answering phones, typing, photocopying, data entry and filing
- Preparation of bank deposits for processing and banking in accordance with established routines and procedures
- Assist with and monitor photocopying requirements, ensuring completed on a timely basis or as requested
- Monitor and maintain appropriate stock levels of stationery/materials for office/department within established parameters, including reordering
- Co-ordinate College bus bookings in accordance with established routines and procedures, including input of attendance rolls, etc
- Daily entry of receipting and data entry of cash/EFTPOS receipts, including cash drawer reconciliation and update and maintenance of tour and excursion spreadsheets, in accordance with established routines and procedures
- Process monthly credit card payments and fortnightly direct debit batches in accordance with established routines and procedures
- Review staff leave records and enter any missing records into ICHRIS
- Review College payroll reports and prepare wages journal entries when required
- Assist Business Manager with development of finance templates and processes
- Assist with Reception and Health & Wellbeing as required
- Daily tuckshop cash/EFTPOS clearance in accordance with established routines and procedures.
- Attend regular meetings with the Business Manager and Administration staff
- 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 and other applicable policies and procedures
- 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

- Relevant financial administration experience including GST and preparation of BAS
- Demonstrated experience in carrying out financial accounting capabilities
- Relevant administration experience including the use of financial software programs.
- Have a knowledge of finance and administrative activities and procedures
- Be familiar with the St Margaret Mary's College policies

Skills

- Knowledge of GST as it applies to schools
- Knowledge of bad debt/accounts receivable management
- Highly developed computer literacy with the ability to operate a variety of platforms.

Attributes

- Supports productive relationships with a demonstrated ability to work as part of a team and independently
- Ability to organise work, manage own time to meet deadlines, and be adaptable in response to changing priorities
- High level of attention to detail and recognition of the importance of accuracy in all aspects of the work
- Ability to show initiative, flexibility, solve problems and contribute to process improvement in a complex environment.
- Enthusiastic, energetic, flexible with a proactive 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
- 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

- Relevant tertiary qualifications at Certificate level or equivalent qualifications relevant to the position is desirable
- Previous experience in the education field would be considered advantageous.

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.

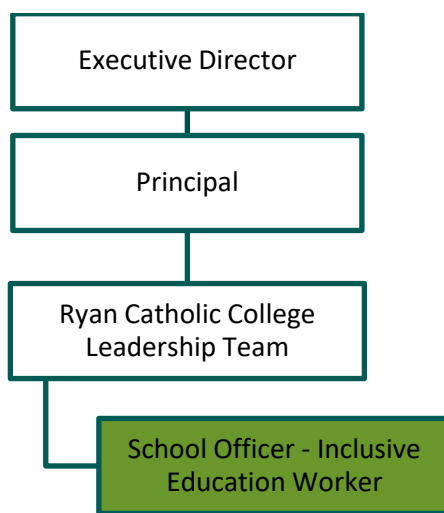
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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 - Inclusive Education Worker is accountable in the first instance to the Business Manager and then to the Principal. The School Officer – Finance & Administration 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:** _____