

POSITION DESCRIPTION

POSITION TITLE:	School Officer - Auslan Interpreter
SECTION:	School Officer
REPORTS TO:	Inclusive Education Middle Leader and Deputy Principal Learning and Teaching
CLASSIFICATION:	School Officer – Level 4 (Full Time equivalent \$66,520 to \$68,607)
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 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 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-26)	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 24:15-35)	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 School Officer - Auslan Interpreter is to contribute to the provision of a quality educational service by providing high level support for teaching and learning. The School Officer - Auslan Interpreter will work collaboratively with the teacher to ensure the educational program has been understood, by meeting the communicative needs of students who are Deaf or Hard of Hearing.

KEY ACCOUNTABILITIES

Typical duties of the School Officer – Auslan Interpreter may include but are not limited to the following tasks.

Interpreting for a student who is Deaf or Hard of Hearing

- Interpreting everything that is said in and outside the classroom environment.
- Assisting with the communicative needs of the student using Australian Sign Language (Auslan) according to the specific needs of the student.
- Orally interpreting when a student uses sign language to address the class, when working in a small group or communicating with an individual (student or teacher).
- Assisting in the student's understanding of the education program through teacher directed tutoring to ensure that the education program is understood. This may include checking for understanding, working on difficult vocabulary and clarifying homework directions.
- Providing classroom and school level support to enable the learning environment to be inclusive and relevant, with the health and safety of students a high priority.
- Assisting the student to develop confidence, independence and a sense of well being, through a variety of approaches across educational and social settings.

Preparation

- Preparing for interpreting by pre-reading appropriate materials such as lesson notes.
- Participate in meetings, both internal and external as required
- Providing support to teachers of students who are Deaf or Hard of Hearing during classroom activities through the preparation of materials.

Daily & General Administration

- Maintaining effective communication between students and teachers at all times.
- Collect data for analysis by the teacher - anecdotal notes on performance of task, work habits, behaviour etc., provided to the teacher.
- Other relevant duties where appropriate, having due regard to the nature and purpose of the position.

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 competence and experience interacting, using Auslan, with students who are Deaf or Hard of Hearing.
- Comprehensive knowledge and understanding of the Deaf community and its culture, including:
 - Communicating sensitively and effectively with people who are Deaf or Hard of Hearing on matters relevant to the delivery of education services to people who are Deaf or Hard of Hearing.
 - Understanding the issues affecting people who are Deaf or Hard of Hearing in contemporary Australian society.
 - Understanding the diversity of circumstances of people who are Deaf or Hard of Hearing.

Skills

- Ability to effectively facilitate communication in a classroom setting using Auslan
- High level of written, oral and signed communication skills, including:
 - Interacting with students who are Deaf or Hard of Hearing, using Auslan
 - Liaising with teachers and other members of the school community
 - Providing oral interpretation when students who are Deaf or Hard of Hearing use sign language
 - Providing quality feedback relating to the communication needs of students who are Deaf or Hard of Hearing.
- Respond to sensitive issues and maintain confidentiality

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
- Ability to show initiative, flexibility, solve problems and contribute to process improvement in a complex environment
- Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and visitors.

Mandatory Criteria/Professional Registration/Other

- Applicants for this position must be willing to undertake appropriate training/proficiency testing in the production of Auslan or hold current National Accreditation Authority for translators and interpreters Ltd (NAATI) accreditation.
- 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

- 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.

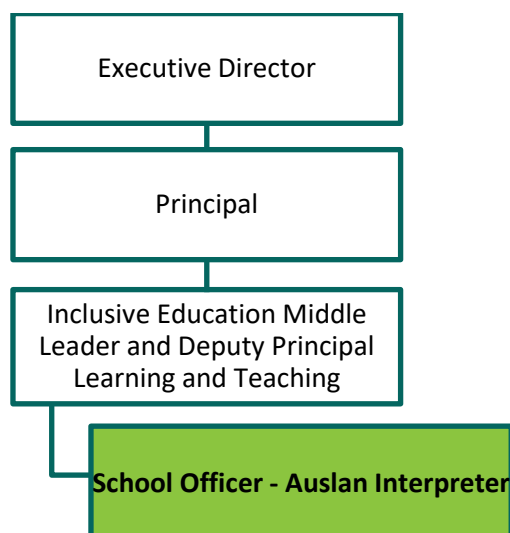
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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 –Auslan Interpreter is accountable in the first instance to the Inclusive Education Middle Leader and Deputy Principal Learning and Teaching, then to the Principal. The School Officer – Auslan Interpreter 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:** _____

