

POSITION DESCRIPTION

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| POSITION TITLE: | Assisting Student Learning (ASL) – Industrial Arts |
| SECTION: | School Officer |
| REPORTS TO: | Assistant Principal – Learning and Teaching |
| CLASSIFICATION: | School Officer – Level 2 |
| AWARD: | Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023 |
| LOCATION: | St Teresa's College, Abergowrie |

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



ABOUT THE ROLE

St Teresa's College, Abergowrie is a Catholic secondary boy's boarding college. Located in an ideal rural setting in the heart of the Herbert River Valley, the College is approximately 30 km North West of Ingham and situated on Warrgamay land. Abergowrie is close to Wallaman Falls which is the highest single drop waterfall in Australia and the beautiful Broadwater National Park.

The primary purpose of the ASL – Industrial Arts is to contribute to the provision of a quality educational service by providing efficient and high quality support to teachers with the preparation and/or enhancement of learning materials for the efficient running of the Industrial Arts Department at St Teresa's College, Abergowrie.

The ASL – Industrial Arts is assigned to work in collaboration with teachers to provide support and guidance to assist students with learning and development.

The ASL – Industrial Arts ensures that all duties are completed to an acceptable standard as determined by the Head of Department - Technology. The incumbent will be required to attend a meeting each morning to discuss the work schedule and priorities for the day.

KEY ACCOUNTABILITIES

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

Workshop and Equipment Maintenance

- Maintain workshop equipment including vices, belts, blades, bearings, welders, metal and wood lathes, milling machines, compressor and other mechanical components ensuring a commitment to Workplace Health and Safety practices
- Conduct routine maintenance and safety testing in accordance with maintenance schedules, and record appropriately
- Assist teachers and students to maintain a safe and clean workshop environment by fostering a commitment to safe work practices
- Actively participate in developing and maintaining a culture of workshop safety eg. safety signage and tags

Materials and Consumables

- Act within established procurement procedures, including safe storage and manual handling procedures
- Maintain adequate stores of pre-cut materials and supplies to ensure minimal disruption to classroom activities.

Assist the student's learning and participation in the College

- Assist teachers 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
- Assist students with their personal organisation when required
- 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

- Provide support to teachers in the Industrial Technology Department
- Assist the teaching team with classroom resources
- Work in partnership with teachers to support student learning which may include:
 - General support to a group 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
- Collect anecdotal notes on performance of tasks, work habits, behaviour etc., and provide data to teacher to analyse.

Inclusive Education

- Assist individuals or small groups with activities as part of inclusive teaching and learning practices
- Provide support to the Classroom Teacher with behaviour management and development of social and classroom skills of students
- Assist students with their personal organisation when required.

Small Group and Personalised Support

- Communicate with teachers about student progress and areas of need
- Inform the Deputy Principal Mission and Culture (Senior Campus) of any welfare issues that may arise with students
- 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
- Work in partnership with teachers to implement aspects of learning plans, as identified by the teacher, for groups of students including:
 - Work with the student, under the direction of a teacher, to support the implementation of particular learning goals as identified in the Student's Learning Plan.

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 personal care as required which may also include mobility and personal hygiene
- 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

- Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
- Experience in metal trades with welding and machinery knowledge and skills
- Experience working with students in a learning environment

Skills

- Understanding and ability to develop links between the college community
- Well-developed oral communication skills, especially in relation to staff, students and community
- Well-developed written, verbal, visual and non-verbal communication skills to ensure positive engagement with staff, parents and visitors
- Sound computer literacy capacity to work in partnership with classroom teachers.

Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- 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 college community and driven to achieve the best outcomes for students
- Ability to work independently
- 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.
- 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

- A background working with timber and/or metal fabrication, or an ability to transfer skills
- Current First Aid qualification 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.

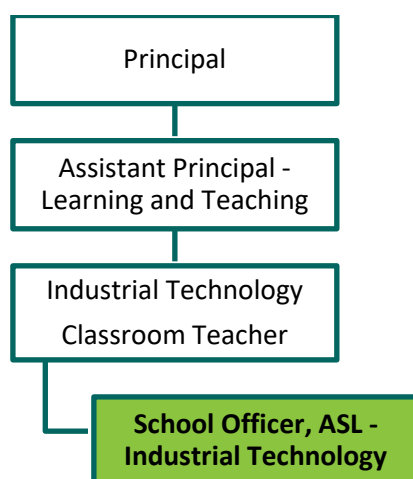
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

| Capabilities | |
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| 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 |
| Displays a sense of self-efficacy and personal identity | Supports and engages change processes |
| Displays intuition as well as logic and reason | Demonstrates appropriate styles of decision making |
| Projects confidence, optimism and resilience | Inspires a collegial purpose and vision |
| Demonstrates honesty and integrity | Supports efficient and robust structures and systems |
| Demonstrates ethically responsible behaviours | Focuses on core outcomes and accountabilities |
| Is morally courageous | Engages in workplace learning and relevant professional development |
| Demonstrates a commitment to personal spiritual growth | Operates with a commitment to sound educational focus |
| Displays imagination and vision | Operates with a spirit of service and professionalism |
| Integrates work and personal life | Develops moral purpose |
| Engages with the Catholic culture | Demonstrates capacity to provide professional support |
| 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 |

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| 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 ASL – Industrial Arts is accountable in the first instance to the Middle Leader – Industrial Arts and then the Principal. The ASL – Industrial Arts 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:** _____