



# POSITION DESCRIPTION

**POSITION TITLE:** School Officer – Assisted Student Learning

**LEVEL:** Level 2

## BACKGROUND

Townsville Catholic Education supports 29 schools in our Diocese, located in a region extending to Mount Isa in the west, Proserpine in the south and north to Ingham. The Catholic Diocese of Townsville provides a diverse range of education choices including primary, secondary and Prep-to-Year 12, as well as kindergarten and child care facilities. Each provides a high educational standard in a caring and stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offer both boarding and day-student facilities.

We employ more than 2,100 teaching, professional and ancillary staff 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.

## QUALIFICATIONS

Junior Certificate / Year 10 Certificate (or equivalent) is the minimum formal qualification. No experience is required.

## CHARACTERISTICS

The employee appointed to this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles. There is a defined range of contexts where the choice of action required is clear, where the choice is of limited complexity. Checking is within well-established routines, methods and procedures. Limited discretion and judgement about possible actions is involved.

Work is performed under direct and/or routine supervision depending on function. Work is intermittently checked and may involve detailed instructions in some situations. Work may take the form of general guidance where working in teams is involved.

An employee in this position will have no supervisory duties, however an experienced employee may assist others by providing peer support in the completion of routine tasks.

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.

## TYPICAL DUTIES

Typical duties performed include, but not limited to:

- 2.1.1 Assist student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved.
- 2.1.2 Under direct supervision of a higher-level officer or members of the academic staff prepare and clear aware materials for display/use in the classroom.

- 2.1.3 Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting etc.
- 2.1.4 Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.
- 2.1.5 Support students in relation to their physical needs.
- 2.1.6 Other duties that may be required from time to time.

#### SELECTION CRITERIA

- Commitment to, and understanding Catholic ethos.
- Enthusiasm and willingness to be part of an innovative team.
- Ability to work unsupervised.
- Good Communication skills.

#### MINIMUM REQUIREMENTS

- Ability to perform the physical requirements of the role in a safe manner.

#### MANDATORY REQUIREMENTS

- Current *Working with Children Suitability Card* or eligibility.
- Undertake system based Student Protection Training.

#### REPORTING RESPONSIBILITY

- The role holder will report directly to the principal or the principal's nominee/s.