



The Cathedral School
of St Anne & St James
TOWNSVILLE

Position Description

ROLE TITLE:

**Secondary School Teaching & Learning Assistant -
Indigenous Support**

DEPARTMENT:

Indigenous Support

REPORTS TO:

Ian Gamack (Principal)

Sharon Cook (Head of Indigenous Student Engagement & Learning)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

School Officer Level 2

DATE PREPARED:

February 2021

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 2011*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Deputy Principal) of any misdemeanour so that sanctions may be invoked where required. However within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **Secondary School Teaching & Learning Assistant - Indigenous Support** is a part-time term-time position as specified in the Letter of Offer. The position will be required to fulfil 3 main functions. These being:

1. Work with the Head of Indigenous Student Engagement and Learning to mentor and encourage young Indigenous students whilst they are attending The Cathedral School;
 2. Provide a high level of academic support;
 3. Communicate with teachers and the Head of Indigenous Student Engagement & Learning with intention of improving Indigenous student development and learning outcomes.
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The Cathedral School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the School which is founded on the Mission Statement.

The Secondary School Teaching & Learning Assistant - Indigenous Support is responsible to the Head of Indigenous Student Engagement and Learning and at times maybe requested to assist with other tasks as directed by the Principal.

RELATIONSHIPS AND AUTHORITY

The Secondary School Teaching & Learning Assistant - Indigenous Support is responsible to the Head of Indigenous Student Engagement and Learning and are required to follow direction from the Heads of School, and the relevant classroom teacher/s they work with for the day to day performance of duties.

Employees at this level are responsible for their own work and are accountable to the Head of Indigenous Student Engagement and Learning. Secondary School Teaching & Learning Assistant - Indigenous Support staff are expected to work in consultation with relevant staff within the School.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under routine supervision, using established procedures, practices and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Indigenous Student Engagement and Learning.

Experience employees may be required to provide peer guidance and assistance.

SKILL AND KNOWLEDGE

Essential Criteria

The Secondary School Teaching & Learning Assistant - Indigenous Support will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Certificate III in Education Support is the minimum formal qualification.
- Current First aid & CPR Certificates.
- Valid Working with Children Check (Blue Card).

Competencies, Knowledge & Skills

- Ability to work with a diverse group of students.
 - Experience working with Indigenous students.
 - Knowledge of current curriculum and/or the willingness to up-skill to support student learning.
 - Ability to communicate effectively and sensitively (both written and oral).
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- Ability to support the learning of Indigenous students through the implementation of culturally appropriate curriculum resources.
- Ability to provide culturally appropriate pastoral care to Indigenous students.
- Intermediate computer skills.
- Ability to work to deadlines demonstrating organisational and time management skills.
- Demonstrate the ability to work with others both individually and as a team member.
- Demonstrate initiative and flexibility in working with students.
- Ability to affirm the unique worth of each child.
- Problem solving.
- Behaviour management skills.
- Accept individual differences in ability, need and learning styles and always cater for these differences.
- Demonstrate abilities of reliability, tact, confidentiality and discretion.
- A good role model in terms of behaviour, language, dress, grooming, hygiene, integrity.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES:

The position of Secondary School Teaching & Learning Assistant - Indigenous Support will be required to perform the following tasks:

Students

Assist the Head of Indigenous Student Engagement and Learning to work with, mentor, support and monitor young Indigenous students including

- Assist new students with transition to boarding school.
- Work to develop students to become independent learners.
- Encourage further education and training beyond school.
- Check students are present at allocated times within the daily routines and follow up with students who are disengaged.
- Proactively liaise with staff and teachers to ensure the early identification of Indigenous education support needs and timely sharing of important information to support appropriate learning outcomes.
- Mentor and assist students with understanding and provide guidance in completing assignment tasks and homework as required.

Classroom Support

As directed by the Head of Indigenous Student Engagement and Learning work with, mentor, and assist young Indigenous students including:

- Be aware of the subject teacher's expectations of the students in the class and work with the teacher, actively participating in activities, intervening and encouraging students where appropriate.
 - Provide in-class support to students including help with understanding and guidance in completing assignment tasks and homework as directed by the Head of Indigenous Student Engagement and Learning.
 - Provide group and individual tutoring to students as directed by the Head of Indigenous Student Engagement and Learning.
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- Chaperone and participate in excursions.
- Enhance Indigenous perspectives in all curriculum areas.
- Attend and assist with visits from cultural groups, guest speakers etc.

Pastoral Support

- Provide pastoral support to Indigenous students – includes initial orientation and ongoing cultural and personal development.
- Assist teachers/school staff in behaviour modification by providing an insight into Aboriginal and Torres Strait Islander culture.
- Assist teaching staff to support student behaviour management and providing an insight into Aboriginal and Torres Strait Islander cultures.
- Actively support the School's Behaviour Management Policy and insist on acceptable standards of behaviour, including dress, in students.
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Provide a positive, mature role model for students.

Other

- Attend staff meetings, conferences and staff in-service where necessary.
- Any other duties as directed by the Head of Indigenous Student Engagement and Learning.

Workplace Health & Safety

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees or the general public.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter addressing the qualifications, competencies and their experience/ability to perform the main functions of the position. In addition, applicants will need to submit a resume outlining their experience providing 3 work references to which the school can contact.

Please send applications to:
Human Resources The Cathedral School,
Email: hr@cathedral.qld.edu.au
