



## Teacher Assistant – Material Design and Technology

- Contract Period:** 1<sup>st</sup> February – 5<sup>th</sup> April 2019
- Terms and Conditions:** Are in accordance with the Tasmanian Catholic Education Single Enterprise Agreement (2015), School Support Employee – Teacher Assistant - Salary Point to be negotiated with the successful applicant).
- Qualifications:** An Education Support qualification would be an advantage.
- Application Details:** Please include a covering letter stating the reasons for your application: your current CV, which should detail relevant work experience and qualifications and the contact information for three professional referees.
- Your application should also briefly address the Essential Criteria, outlined within the Role Description attached to this package.
- Applications should be addressed to:  
Mrs Elizabeth McDougall  
Principal  
Sacred Heart College  
2 Cross Street  
NEW TOWN 7008
- And forwarded via email to: [michelle.stolp@shc.tas.edu.au](mailto:michelle.stolp@shc.tas.edu.au)

**Applications close at 3 pm on Friday, 7<sup>th</sup> December 2018**

***Please Note:***

Catholic Education Tasmania requires the preferred applicant to hold appropriate child-related clearances, including (but not limited to) Working with Vulnerable People Registration and a National Police Criminal History Check.



## Role Description

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Role title and classification	TEACHER ASSISTANT
Department	NEW TOWN CAMPUS
Immediate manager	

### Role purpose

To provide support to the teacher in the delivery of educational programs to students.

### Organisational Requirements

**MISSION ⇒ STRATEGIC PLAN ⇒ ROLE DESCRIPTION ⇒ WORK PLAN ⇒ PERFORMANCE MANAGEMENT**

All positions at Sacred Heart College will support the achievement of our mission and all employees must support the Catholic ethos. As an employee of Sacred Heart College, you must take reasonable care of your own health and safety and that of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace – in accordance with the current Tasmanian Workplace Health and Safety Act.

### People accountabilities

**Establish and develop a productive work relationship with members of the teaching staff and the school community at Sacred Heart College. The teacher assistant is ultimately responsible to the Principal. On each campus you are responsible to the Deputy Principal but will work under direct supervision of Learning Support or Classroom Teacher.**

- Establish productive and respectful relationships within Sacred Heart College
- Exercise sound judgement and maturity when dealing with confidential and sensitive information and matters

**Conduct all work within the Sacred Heart College values, policies and the Catholic ethos.**

- Ensure that all work dealings and behaviour is consistent with Sacred Heart Colleges' values and Catholic ethos
- Encourage and promote the Catholic ethos in all dealings within and on behalf of Sacred Heart College

### Technical accountabilities

**Provide support to the teacher in the delivery of educational programs to students.**

- Support students in class work as required by the classroom teachers.
  - Assist Teachers in the preparation of material relevant to students' needs.
  - Assist students with school routines including timetables, lockers, homework and College code of behaviour.
  - Communicate to the teachers' difficulties, concerns and successes experienced by students.
  - Attend, as required, meetings as convened by the Teachers, or by the College.
  - Attend appropriate Professional Learning when required.
  - Assist students on an individual or group basis in specific learning area.
  - Assist students on excursions or special events.
  - Maintain stores and equipment.
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- Undertake clerical duties associated with the above tasks.
  - Actively work within an inclusive classroom.
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## **Selection Criteria**

### **Essential**

#### **Qualifications**

- Current Motor Vehicle Licence
- Registration to Work with Vulnerable People

#### **Knowledge, skills and abilities**

- Support the philosophy and policies of Sacred Heart College.
- Respect privacy and maintain strict confidentiality.
- Be aware of the educational and social needs of, and be able to relate to, children with a wide range of needs.
- Implement educational and social development programs involving the use of equipment and teaching aides.
- Ability to act with due care and diligence in all situations.
- Ability to demonstrate initiative in difficult and emergency situations.
- Be familiar with and support the behaviour management policy of the college.
- Ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace: ability and commitment to consistently provide excellent support.
- Ability to communicate to a wide range of professional and administrative people at all levels.
- Ability to work productively within a small team
- Ability to work in a professional manner at all times this would include punctuality, appropriate standard of dress and completion of work to a high standard.

### **Desirable**

#### **Qualifications**

- Certificate in Education Support
  - Experience in the education sector
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