



ROLE DESCRIPTION

Position Title: School Officer Assistant Student Learning

Employment Status	Part-time, Term Time, Fixed Term Position (12 months) Days and hours to be negotiated between successful applicant and College upon appointment.
Reports To	Reports to the Principal through the Deputy Principal. This position works collaboratively with the Head of Faculty and Subject Coordinator to achieve desired outcomes.
Direct Reports	Nil direct reports
Classification:	School Officer Level 3 under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023</i>
Start Date	Negotiated start date

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect
- tolerance and acceptance
- care for the individual and the environment
- interdependence and collaboration
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.





Overall Role Purpose

The School Officer: Assisting Student Learning (SO:ASL) assists with developmentally appropriate student learning, either individually or in groups, where some discretion and judgment are involved in evaluating and assessing (under the supervision of academic staff members) the learning needs of students.

Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith.
- a Certificate III in Education Support or Certificate IV in School Officer: Assisting Student Learning Studies or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- empathy with students with additional requirements.
- experience in the use of Microsoft Office suite.
- effective communication and relationship building skills.
- the ability to work effectively as a team member and to work closely with learning support and classroom teachers.
- excellent organisational skills and the ability to complete tasks under limited supervision.
- effective interpersonal and written communication skills.
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement.

Desirable

- previous experience working in a similar role in a school classroom.
- previous experience working with young people with additional requirements.
- a current First Aid certificate.



ADDRESS

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Key result areas

- Apply knowledge and skills, to assist teachers and other staff members with preparing, implementing, and supervising learning programs to support classroom learning experiences.
- Support students in relation to their physical and emotional wellbeing where some discretion and judgement is required.
- Act and communicate with discretion, confidentiality, and professionalism.
- Collaborate and communicate with others to ensure high professional standards are met.
- Contribute and promote the development, alignment, attainment, and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).
- Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

Statement of responsibility

While at work the role holder must

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

School Officer: Assisting Student Learning (Level 3)

Apply knowledge and skills, to assist teachers and other staff members with preparing, implementing, and supervising learning programs to support classroom learning experiences

- Support students, individually or in small groups, to engage in academic tasks and specialised programs, under the broad guidance of the teacher.
- Under the limited supervision of the classroom teacher, set up daily programs.
- Under the broad guidance of the classroom teacher, provide specific support to students.
- Implement appropriate behaviour management strategies, under the supervision of the classroom teacher.
- Carry out a range of roles and tasks in a variety of contexts, as required.





Support students in relation to their physical needs where some discretion and judgement are required

- Under the broad guidance of teaching staff, modify work tasks for students with individual needs.
- Provide basic first aid for non-urgent medical issues.
- Assist students with the changing of clothes that have been wet/soiled to ensure the comfort of the student.

Act and communicate with discretion, confidentiality, and professionalism

- Maintain confidentiality of information at all times.
- Manage own time and student activities effectively in a busy work environment.
- Communicate effectively, tactfully and professionally, and act with discretion and sensitivity.

Collaborate and communicate with others to ensure high professional standards are met

- Within routines, methods, and procedures, collaborate with Class Teachers, Learning Support staff and College Leadership.
- Participate in parent meetings, as required under the supervision of College teaching staff.
- Communicate to teachers regarding student participation in learning activities.
- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service.
- Establish and maintain effective communication networks and work collaboratively with stakeholders.

Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)

- Contribute as a member of the College to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan.
- Document and report on the progress of initiatives in the College Strategy and TCS Strategic Plan as required.
- Attend meetings and professional development as appropriate.

Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- The employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement.
- Any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment.
- Be accountable for performance of allocated tasks.





Responsibilities of this position may include, but are not limited by, the following duties:

1. Physical assistance
 - Supervision of students in wheelchairs, transferring and hoisting students.
 - Transferring students between school activities both on and off school grounds.
 - Physical support for students participating in swimming and Physical Education.
 - Ensuring equipment is clean and well maintained.
2. Personal care
 - Maintaining personal hygiene of students.
 - Toileting and personal care.
 - Dressing and undressing support.
 - Mealtime assistance.
3. Learning Environment and Access
 - Supporting student access to the curriculum using assistive technology.
 - Assisting in the maintenance of a clean and inviting classroom learning space.
 - Preparing educational materials and equipment as directed.
 - Setting up and storing equipment for classroom and playground activities provide physical and emotional care for students such as toileting, meals, lifting and monitoring wellbeing.



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