

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	School Officer: Classroom Support
Employment status	Permanent/Fixed term - Term time
Classification	School Officer Level 3
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The School Officer: Classroom Support assists teaching staff in catering for students with identified and additional requirements to enhance access to the curriculum. This role works collaboratively with both teaching staff and students in Tier 1, 2 and 3 social, emotional, behavioural and academic targets, supporting a range of student abilities.

Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Under general supervision, provide support to individual students inside and outside the classroom to enable them to participate in learning and school activities.
2. Set priorities based on student learning plans, best practice and individual challenges to assist students (either individually or in groups) with personalised learning requirements and achieve social, emotional, behavioural and academic targets.
3. Support moderately complex behavioural, social, emotional vulnerabilities within school based practices and procedures including de-escalation and referral of more complex behaviours to teaching staff or appropriate behaviour support delegate.
4. Under direction of teaching staff, collect evidence of student learning progress and communicate to relevant stakeholders.
5. Under general supervision and within established practices and procedures, assist teaching staff in the set up and pack up of daily programs and resources.
6. Regularly communicate in both verbal and written form with a range of stakeholders regarding student engagement and seek guidance on significant adjustments.

We value



Dignity



Potential



Life

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Belief in a better world

7. Assist students in relation to their physical requirements in accordance with established toileting and health plans, requiring some discretion to ensure the comfort of the student and communicate any progression of symptoms with relevant school and Inclusive Education staff.
8. Support teaching staff to create a supportive learning environment reflective of students' academic, social, emotional and behavioural requirements.
9. Within designated behaviour support processes, provide playground supervision of students and refer significant behavioural vulnerabilities to teaching staff.

About you

To achieve in this role, you will be required to demonstrate the following:

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

Desirable

- Senior First Aid certificate or ability to obtain upon commencement

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Evidenced record keeping and organisational skills that can be applied to an educational context.
- Proven experience working with children in a school based environment and understanding most prevalent disabilities to match student requirements with established, evidence based inclusive practices.
- Demonstrated experience interpreting procedures and routines, requiring judgement to provide consistent support.
- Proven experience in applying highly developed interpersonal, verbal and written communication skills to liaise with students and staff.
- Demonstrated initiative and ability to work under both general direction and autonomously to support teaching staff and students.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

We value

