Role Description

Diocese of Toowoomba Catholic Schools

Position details

Title	School Officer: Classroom Support (Technologies)
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 (Technologies) assists teaching staff in procuring and preparing resources to carry out practical learning activities across Design and Technology, Digital Technologies, Food Technologies and Hospitality. This role also supports individuals and groups of students to participate safely in learning activities.

Role responsibilities

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

1. Liaise with teaching staff to understand learning intentions in order to support student participation in small group or individual learning and school activities.
2. In accordance with established school-based practices and procedures, refer behavioural, social and emotional vulnerabilities to the Classroom Teacher.
3. In accordance with established procedures and training, maintain WHS registers and supervise students to ensure safe practices are followed including effective ways to operate equipment and maintaining clean work stations.
4. In accordance with established checklists, undertake routine inspections of the work area and keep detailed records through the designated record management system.
5. Interpret blueprints, patterns and lesson plans to determine and source appropriate quantities of materials including liaison with preferred suppliers.
6. In accordance with established procedures, track progress of orders and maintain accurate procurement records through the designated record management system.

7. Communicate in both verbal and written form with the Classroom Teacher regarding student engagement and implement necessary adjustments based on suggestions from the Classroom Teacher or associated specialists.
8. Under general guidance, prepare and set up class kits and benches with appropriate materials for teacher demonstrations and student activities including using a range of machinery to measure, cut and prepare materials to size.
9. Carry out routine maintenance of equipment and refer significant maintenance to relevant third parties in accordance with established procedures.
10. Regularly communicate in both verbal and written form with a range of stakeholders regarding student engagement and seek guidance on significant adjustments.

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.
- Current Queensland 'C' Class Drivers Licence or ability to obtain prior to commencement.

Key success criteria

- Proven empathy and understanding of the values and ethos of the Catholic faith.
- Demonstrated sound measuring skills that can be applied to calculate large quantities of materials required for learning activities.
- Displayed experience operating a range of machinery and materials to measure and cut accurately.
- Demonstrated experience interpreting and following procedures including adherence to established budgets and working under general direction to support teaching staff and students.
- Evidenced record keeping, procurement and organisational skills that can be applied to an educational context.
- Proven experience in applying highly developed interpersonal, verbal and written communication skills to liaise with students and staff.

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.