

# Role Description



**Diocese of Toowoomba  
Catholic Schools**

## Position details

<b>Title</b>	<b>School Officer: Pathway2Teach</b>
<b>Classification</b>	School Officer Level 3
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	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 Pathway2Teach Program is an opportunity within the Diocese of Toowoomba Catholic Schools (TCS) for students who are in their final years of studying an education program at university, to be welcomed into the learning community of a School or College and gain classroom experience in best practice teaching and learning that supports their development as a future educator.

This opportunity is with Mater Dei Primary School Toowoomba reporting to the Principal and acts under the direct supervision of the assigned Mentor Teacher.

## Key duties and responsibilities

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

1. Under general supervision, apply knowledge with depth in some areas and a broad range of skills to experience, participate and support the Mentor Teacher with preparing, implementing, and supervising learning programs.
2. Support students, individually or in small groups, to engage in academic tasks and specialised programs, under the general guidance of the Mentor Teacher.
3. Experience and participate in supporting student learning through the development of long term educative relationships.
4. Support, experience and participate in implementing designated strategies to address moderately complex behavioural, social, emotional vulnerabilities and escalate significant behaviours of concern to the Mentor Teacher as required.
5. Under guidance of the Mentor Teacher, undertake teaching and learning cycles including assessment practices.
6. In consultation with the Mentor Teacher, apply knowledge to develop lesson plans that cater to a range of levels.
7. Observe and engage in teaching and learning cycles including marking work under supervision.
8. Under the guidance of the Mentor Teacher, modify work tasks for students with individual needs.
9. Collaborate and communicate with others to ensure high professional standards are met.

*We value*



Dignity



Potential



Life

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10. Support Mentor Teacher to create a supportive learning environment reflective of students' academic, social, emotional and behavioural requirements.

## 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.
- Emerging planning and organisational abilities, with guidance from the mentor teacher to co-develop lessons and manage classroom routines.
- Willingness to foster inclusive learning spaces, using evidence-based strategies and learning from the mentor's to support students with diverse needs.
- Ability to interpret curriculum and school procedures, seeking clarification and feedback from the mentor to ensure consistent practice.
- Developing interpersonal and communication skills, with openness to coaching and collaboration with students, staff, and families
- Demonstrated initiative, curiosity, and adaptability, while welcoming constructive feedback and engaging in reflective practice under mentorship

## 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.

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