



Role Description

Title: School Officer: Pathway2Teach

Reports to: Principal

Classification: School Officer Level 3

1. Purpose

The St Joseph's College Pathway2Teach Program is an opportunity for students who are in their final years of studying an education program at university, to be welcomed into our College's professional learning community and gain classroom experience in best practice teaching and learning that supports their development as a future educator.

This role reports to the Principal and acts under the direct supervision of the assigned Mentor Teacher.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- currently studying an education program at university, and are in the third or fourth year for undergraduate degree or final semester for a postgraduate degree
- experience in the use of Microsoft Office suite
- effective communication and relationship building skills
- 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 supervision
- effective interpersonal and written communication skills
- current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

Desirable

- a current First Aid certificate

3. Key result areas

- 3.1 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.
- 3.2 Act and communicate with discretion, confidentiality, and professionalism.
- 3.3 Collaborate and communicate with others to ensure high professional standards are met.
- 3.4 Contribute and promote the development, alignment, attainment, and review of the School or College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).

3.5 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.

4. 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.

5. 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: Pathway2Teach (Level 3)

3.1 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.

- Support students, individually or in small groups, to engage in academic tasks and specialised programs, under the general guidance of the Mentor Teacher.
- Experience and participate in supporting student learning through the development of long term educative relationships.
- Support, experience and participate in implementing designated strategies to address moderately complex behaviours and elevate significant behaviours to the Mentor Teacher.
- Under guidance of the Mentor Teacher, undertake teaching and learning cycles including assessment practices.
- In consultation with the Mentor Teacher, apply knowledge to develop lesson plans that cater to a range of levels.
- Observe and engage in teaching and learning cycles including marking work under supervision.
- Under the guidance of the Mentor Teacher, modify work tasks for students with individual needs.

3.2 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.

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

- Participate in parent meetings, as invited by the Mentor Teacher.
- Communicate to the Mentor Teacher 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.
- Establish and maintain effective communication networks and work collaboratively with stakeholders.

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

- Contribute as a member of the school or college to achieving the strategies set out in both the School or College Strategy and the TCS Strategic Plan.
- Attend meetings and professional development as appropriate.

3.5 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.