

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	School Officer: Classroom Support (Technologies)
<b>Employment status</b>	Permanent/Fixed term - Term time
<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 or delegate

## 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 well 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. Carry out inventory control and procurement processes for required consumables and equipment in accordance with well established school-based practices including monitoring 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.

## Appendix 1 – Classification factors

The role has been assessed according to the classification criteria outlined in Schedule 9 of the Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026. Below are the characteristics, typical duties, and skills commonly associated with this role.

### Knowledge application

- Knowledge of a range of work practices and procedures with an element of complexity and the operation of associated equipment, tools and materials.
- Basic knowledge of theoretical or practical tasks that are applied to one function or area of activity.
- An understanding of relevant statutory, regulatory and policy frameworks.

### Accountability

- Responsible for managing competing requests, demands and priorities.
- Responsible for planning for the achievement of personal and/or team/group results.
- Accountable for monitoring emerging issues to identify impact on tasks and identifying and mitigating risks that will impact on own and/or team/group work outcomes.

### Scope and complexity

- Work is moderately complex, relates to a limited range of activities and work requires the application of well-established principles, practices and procedures in combination.
- Actions or responses made can generally be related to past experience.
- There may be occasions where unfamiliar circumstances may require some judgement or technical assistance sought.

### Guidance

- Works under general supervision and works within established procedures and guidance.
- Objectives, priorities and deadlines are defined with some scope in selecting the most appropriate method to complete tasks and how precedents, procedures and guidelines are interpreted and applied.
- The work may involve working independently to manage specific tasks, processes or activities against stated objectives with supervision generally limited to complex tasks or unfamiliar situations.
- Completed work is evaluated for accuracy, appropriateness and compliance with policy requirements.

### Decision making

- Decisions are within defined parameters and related to an area of responsibility.
- Decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.
- Information and advice are provided which may be taken into consideration by other decision makers.
- Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

### Problem solving

- Work generally involves straightforward, well defined tasks.

- Problems are similar and are generally solved by reference to clear procedures and past experience, or by referral to others.
- Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.
- Identifying and making minor changes to standard procedures and methods may be necessary.

### **Contacts and relationships**

- Communicate with and provide information and advice to a range of stakeholders/others.
- Liaise with stakeholders/others and assist to resolve moderately complex issues.
- Provide quality advice to stakeholders/others and deliver a responsive service within an area of expertise.

### **Negotiation and cooperation**

- Contact with stakeholders/others is generally in terms of advice and support rather than simply providing information.
- Issues are generally not contentious but require establishing how needs can be met.
- A level of tact, discretion or persuasion is necessary.

### **Management responsibility and resource accountability**

- No supervisory responsibility and is generally responsible for own work.
- Accountable for effective use of own resources.