

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	School Officer: Administration (Extra-curricular)
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 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: Administration (Extra-curricular) primarily supports leadership staff in the coordination of internal and external extra-curricular events and liaison with a range of stakeholders regarding student participation in extra-curricular activities. This role additionally assists teaching staff in preparing, implementing and supporting extra-curricular learning experiences and activities.

Role responsibilities

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

1. Under general supervision, support leadership staff in the coordination of internal extra-curricular events and student participation in external events including assisting with the development and distribution of parent documentation.
2. Utilise a variety of communication platforms to distribute and collate information to parents and students regarding extra-curricular activities e.g. established schedules, selection and follow up of outstanding documentation.
3. Based on templates and previous examples, draft regular extra-curricular reports for the Middle Leader to review prior to publishing in the newsletter and social media.
4. Correspond with a wide range of external stakeholders regarding College hosted extra-curricular events and student participation in external events.
5. Prepare emails in advance to staff, students and parents notifying of student absences from class in order to attend extra-curricular activities.
6. Under general supervision and within established practices and procedures, interpret lesson plans to set up and pack up daily programs and resources.
7. Support priorities based on student learning plans, best practice and individual challenges to assist students (either individually or in groups) with personalised learning requirements to achieve social, emotional, behavioural and academic targets, seeking guidance on significant adjustments.

We value



Dignity



Potential



Life

Role Description
Page 1 of 5

Belief in a better world

8. Within designated behaviour support processes and with the teacher present, assist teaching staff in supervising students partaking in learning activities, ensuring adherence to workplace health and safety procedures.
9. Assist teaching staff in demonstrating learning activities and reinforce learning with small groups and individuals in accordance with lesson plans.
10. Upon direction of the Principal, supervise students at externally organised events including bus trips to and from events.

Classification factors

The characteristics, typical duties and skills commonly associated with this role are found in Appendix 1.

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.

Key success criteria

- Proven empathy and understanding of the values and ethos of the Catholic faith.
- Demonstrated experience interpreting procedures and working under general direction to support teaching staff and students.
- Evidenced well developed coordination, record keeping 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 a wide range of stakeholders.
- Demonstrated initiative, ability to work under general direction and elevate complex issues to support teaching staff and students.
- Displayed knowledge of extra-curricular disciplines that can be applied to support teaching staff in delivering learning experiences.

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



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, within established procedures and practices.
- Objectives, priorities and deadlines are defined with some autonomy about how work is performed.
- The work may involve working independently on specific tasks with issues that do not have clear precedents resolved under appropriate guidance.
- Work quality and content is subject to monitoring to ensure that satisfactory progress is being made against stated objectives.

Decision making

- Administrative and operational decisions chosen from a range of established alternatives within defined parameters and following established procedures and protocols.
- Decisions are likely to impact the work area or specific function. Information or incidental services are provided which are of use to other decision makers.
- Actions of the position may impact operational efficiency or output, or service delivery for a work area in the 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

- Liaise with stakeholders/others and assist to resolve moderately complex issues.
- Provide quality advice to stakeholders/others and deliver a responsive service within area of expertise.
- Represent the work area at internal and external meetings and conferences.

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.

