



Teacher Assistant, Secondary/Senior  
Application Package

Start your Southern Tasmania  
journey with Catholic  
education

Applications Close Monday 30 September 2024 at 11:00am.

## Role Description

Role title: Teacher Assistant  
Is responsible to: Principal  
Key relationships: Teachers, school/TCEO staff, students, parents, volunteers

## Role Accountability

The Teacher Assistant is accountable for the effective delivery of quality educational support for students to enable enhanced learning outcomes. The role provides support to teachers in the delivery of defined educational programs and activities and interventions for students.

Within the role the Teacher Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The Teacher Assistant is responsible to the Principal but will work under general supervision and direction of a teacher or coordinator.

## Organisational Requirements

As an employee in Catholic Education Tasmania;

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

## Key Result Areas

Effective learning outcomes for students

- Provide support to the teachers in the delivery of educational programs to students.
- Assist students on an individual or group basis in specific learning areas.
- Assist student learning, where discretion and judgement is required, including providing more individualised approaches and intervention strategies, and assisting in identification of learning needs and evaluation of progress.
- Assist teachers to support participation and learning for students across the full range of physical and intellectual abilities and from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Assist with the collection, preparation and distribution of learning materials.
- Work with students to use specialised technology where required.
- Support students in class work as required by classroom teachers.
- Assist students with school routines including timetables, lockers, homework, and student code of behavior.
- Assist students with the safe, responsible and ethical use of information communication technology (ICT).
- Provide basic physical, social and emotional care for students, and specific personal care where necessary for example assistance with meals, toileting, and lifting.
- Assist students on excursions and special events.
- Participate in the monitoring, evaluation and reporting of student learning and programs.
- Communicate to teachers any difficulties, concerns and successes experienced by students or parental concerns.
- Support students with challenging behaviours in accordance with organisational policy and guidelines.
- Supervise students in study group or small group activity settings.
- Undertake yard duty (Level 2.5 Teacher Assistant only).

## Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanor at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.

## Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

## Resources and organisation

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

## Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
  - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## Personal Capabilities

- Committed to supporting student outcomes through a service orientation.
- Able to relate to students with varying needs.
- Able to interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Able to establish and maintain collaborative working relationships.
- Able to apply literacy, numeracy and reasoning skills to effectively undertake role.
- Able to perform effectively in environments with competing demands.
- Able to exercise judgment and discretion in undertaking duties.
- Able to use initiative to resolve problems and conflicts in a constructive manner.
- Flexible and dependable.
- Committed to professional integrity.

## Evidentiary Requirements

### Essential

- Certificate III in Education Support and/ or equivalent experience
- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school or willingness to work towards

### Desirable

- Experience related to specific support activity areas eg food technology, MDT, EAL, ATSI etc.
- Education sector experience
- Current First Aid Certificate
- Protective Handling Practices training
- Manual Handling training
- Certificate IV in Education Support and/ or equivalent experience

## Environmental Conditions and Physical Demands

Teacher Assistants work mostly indoors in classrooms, libraries and other school buildings. They may undertake yard duty and accompany school classes on field trips, outdoor activities and camps at times. The physical demands of the role may involve frequent sitting, walking and fine motor skills, and occasional standing, kneeling, squatting/crouching, lifting, carrying, pushing, pulling and reaching. Teacher Assistants will be expected to use a variety of teaching aides, specialised equipment and resources and may be required to undertake a range of protective handling and manual handling techniques.



## Specialised Teacher Assistant Requirements

### Teacher Assistant: Disability Support

- Client Services (1:1 support and care).
- Support student to participate in age appropriate activities and tasks e.g.
  - Reading different text types to student on a regular basis and gauge their reactions.
  - Attend specialist classes– music, music therapy, sport, and art.
  - Explore different shaped objects in the classroom.
  - Listening to counting rhymes, nursery rhymes, and songs.
  - Find videos, pictures and picture books related to what the class are doing.
- Provide direct care assistants to students in accordance with their individual learning plan.
- Provide personal care in a caring and supportive way.
- Monitor the safety and well-being of the students.
- Provide direct support in response to the individual learning plan
- Work collaboratively with allied health workers.
- Communicate with Teachers and Parents.

### Specific Physical Demands

This role has a substantial requirement to be physically fit and capable to undertake:

- Frequent lifting.
- Frequent bending at knees and/or hips.
- Kneeling.
- Ability to reach below knee level.
- Standing/sitting for long periods.
- Ability to reach forward.
- Ability to reach overhead.
- Unilateral carry 10 kgs.
- Frequent pushing/pulling.

### Teacher Assistant: Sports

- Assist students in sports skills and movements.
- Umpire sports activities/games.
- Assist with setting up and packing up for sports activities/events including moving sports equipment.
- Coach/lead sports activities in small groups.

## Teacher Assistant: Auslan

- The Teacher Assistant: Auslan assists in the effective delivery of quality educational support for students who are deaf or hard of hearing (HoH) to enable enhanced learning outcomes and effective communication.
- Assists with the communicative needs of deaf or HoH student(s) using Auslan.
- Is required to maintain their Auslan skills as an interpreter and maintain confidentiality in communications with all stakeholders.
- To support by assisting with the communication needs of deaf or HoH students using Auslan according to the specific needs of the student(s) program.
- To facilitate communication between deaf or HoH students and staff and students at the school, including preparation of teaching aides and other materials to support the teaching and learning program.
- To maintain communication with teachers of the deaf in relation to students' engagement with the classroom curriculum.
- To provide support to students with utilisation of assistive listening devices.
- To participate with interpreting if required in whole school activities, school camps, and excursions.
- To build professional knowledge, skills and expertise in relation to the role requirements including maintaining and developing Auslan skills.

## Teacher Assistant: Speech

- Deliver specialised intervention or learning strategies for Speech Pathology Tasmania.
- Provide reports requiring the collection and analysis of data with inclusion of assessments and recommendations.
- To build professional knowledge, skills and expertise in relation to the role requirements including maintaining and developing specialised skills.
- Supervise and mentor less experienced and skilled school support employees.
- Experience in supporting students who with speech and sound, phonological processing, and developmental language disorders.



St Virgil's College

## Experience the benefits of living and working in Southern Tasmania

Living in southern Tasmania is an extraordinary experience that offers a unique blend of history, culture, and natural beauty. The capital of Tasmania, Hobart is a city of unparalleled charm and natural beauty. Surrounded by the majesty of kunanyi and the waters of the Derwent River, it offers a unique blend of urban sophistication and untamed wilderness.

Beyond the city, the region boasts a diverse natural beauty—towering sea cliffs, tranquil rivers, and alpine mountains. The juxtaposition of history, culture, and breathtaking landscapes creates an environment that is both inspiring and invigorating, making southern Tasmania an exceptional location to work and thrive.

For more information about living in this incredible part of Australia visit [the Discover Tasmania website](#).



## Our Southern Schools

### MacKillop Catholic College, Mornington

MacKillop Catholic College, Mornington is a year 7-12 Catholic co-educational college on the eastern shores of Hobart. MacKillop Catholic College aims to nurture a culture of vibrant learning to its 748 students that reflects the Josephite and Edmund Rice vision for an inclusive, Liberating education for each person in the community.



### St James Catholic College, Cygnet

St James Catholic College, Cygnet, is a Catholic, co-educational school providing outstanding educational opportunities to its 235 students from Kindergarten to Year 10. St James helps its students to discover and develop their inner spirit and strength of character. St James is distinctively defined by its students who always prove to be a group of friendly, intelligent, enthusiastic and creative individuals.



### St Aloysius Catholic College, Kingston

St Aloysius Catholic College, an exciting co-educational Catholic college of faith and learning in the Kingborough Municipality, south of Hobart. In keeping with the College Mission and our Motto, Strive Believe Achieve, we aim to develop each child's potential: spiritually, intellectually, culturally, physically and emotionally. St Aloysius provides Kindergarten to Year 6 for 653 students and Grade 7 to Grade 12 for 541 Students.



### Sacred Heart College, New Town

Sacred Heart College provides a comprehensive and dynamic education for students from Kindergarten to Year 10. Our 980 students are spread across a five-stream secondary campus and a two-stream primary campus enjoying a variety of curricula and extra-curricula activities extending across the sporting, cultural, leadership and spiritual arenas.





### **Mount Carmel College, Sandy Bay**

Mount Carmel College has a proud heritage of providing Catholic education for girls in Kindergarten through to Year Ten. Uniquely set in Sandy Bay, southern Tasmania against the backdrop of the sparkling waters of the River Derwent, 551 girls attend our College from Hobart and its many surrounding suburbs. Students are known for their outstanding success in science and engineering, sport, performing and visual arts, creative problem solving and community outreach work.



### **St Mary's College, Hobart**

At St Mary's College, 900 students are supported in the development of their mind, heart, spirit and body. Through providing opportunities to allow girls to develop a love for learning, we embrace innovation from Kindergarten to Year 12. We teach students to look for challenges and build resilience. As a college, St Mary's focuses on being leaders in curriculum, learning and teaching, while working closely with our students and their families.



### **Guilford Young College, Hobart**

GYC is a welcoming community drawn from the South of Tasmania, committed to fully engaging young people in a broad secondary education, enlivened by Catholic ethos and in the Guilford Young College traditions. As a Christian community with a common spirit, we are passionate about learning and celebrating the unique qualities and dignity of each member. We contribute actively to our ever-changing society and seek the common good. We gain strength from Catholic social teaching and our motto "Christ Our Light".



## Teacher Assistant Opportunities

Catholic Education Tasmania are currently seeking Teacher Assistants. If you are a passionate and dedicated educator, then we would be keen to receive your application.

To apply for these positions, you should be willing to work towards the successful attainment of Accreditation A to work in a Catholic School; and have a valid Registration to Work with Vulnerable People.

### Positions

Catholic Education Tasmania is recruiting for teacher assistant positions within schools that have a secondary and senior secondary component (7-12). Schools with a primary component will advertise separately.

As you complete your application in our online recruitment platform you will be asked to nominate your preference of School / College along with your tenure and teaching category from the following:

#### Greater Hobart

Guilford Young College  
Mackillop Catholic College  
St Aloysius Catholic College  
Sacred Heart College  
St Mary's College  
St James Catholic College  
Mount Carmel College

#### Tenure

Ongoing (Full time - 1.0FTE)  
Ongoing (Part-time (0.2-0.8FTE)  
Limited tenure: Leave/ Parental Leave (1.0FTE)  
Limited Tenure: Leave / Parental Leave (0.2-0.8FTE)  
All Options

Please note: Parental Leave Employment is a period of employment for the purposes of replacing a current employee on Parental Leave. It is subject to variation or change in the event that the employee taking Parental Leave exercises their right to return to work earlier than stipulated. In that instance you will be given a minimum of four (4) weeks' notice of termination of the Parental Leave position.

## Applications

Applications can be made via the CET online recruitment platform accessible via the [CET website](#).

When submitting your application remember:

- To allocate enough time to complete your application.
- That your application is uploaded as one document in the following order:
  - Cover page
  - Resume
- Candidates will receive an email advising that the application has been successfully submitted. The email will come from [careers@catholic.tas.edu.au](mailto:careers@catholic.tas.edu.au) so please check your spam. If you do not receive this email, we would recommend checking your application submission.

## Employment Offers

Candidates who are offered a position, will be contacted by the Principal of the school at which you are being offered a position. If you decline this position, there is no guarantee that you will be offered an alternative position at another school.

An Employment Contract will be issued with a specific acceptance and return date. If the employment contract is not returned by this date, the offer of employment will be withdrawn.

## Employment Commencement

All positions will commence from 5 August 2024.

## Induction

New Employees to Catholic Education Tasmania will be required to undertake a system Induction program as well as a school site specific Induction.

This Induction will include: Child Safe Training, Accreditation to Work in a Catholic School, Employee Obligations and Technology, and Work, Health and Safety.



Mount Carmel Catholic College

## The Archbishop's Charter for Catholic Schools

*"Catholic Schools are a vital expression of the mission of the Church in the Archdiocese of Hobart. They are the means by which not only students, but also families and the staff experience the richness and beauty of the Christian life".*

Julian Porteous DD, Archbishop of Hobart

The Archbishop's Charter for Catholic Schools provides the basis for the Archbishop to 'mandate' Catholic schools and colleges within the Archdiocese of Hobart. The mandate of the Archbishop represents his formal commissioning of a Tasmanian Catholic school or college to act as an evangelising agent of the Archdiocese.

The Charter, which draws inspiration from Sacred Scripture and key Church documents, focuses on four domains:

- Catholic Identity
- Learning
- Leadership
- Mission

### Catholic Identity

The person of Christ is at the heart of Catholic education. Christ's teachings and the Gospel message permeate Catholic school life. School communities give witness to their distinctive educational, spiritual, moral and social purpose within the evangelising mission of the Church.

### Learning

All our learning programs support students' growth in human and Christian virtues so that they grow as integrated human beings. Our curriculum seeks to promote and deepen each students' understanding of the Catholic faith and their commitment to Christian values.

### Leadership

Leadership is Christ-centered and is marked by a spirit of service. It is dedicated to the building up of the school community as a community of faith. Catholic leadership is about responding to Christ's command "go into the world and preach the Gospel to the whole creation" (Mark 16:15).

### Mission

The Catholic school exists as part of the evangelising mission of the Church. The Catholic school should be available to all families who desire a Catholic education for their children.



## About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 38 schools and colleges serving over 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), the TCEO is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania, the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1961, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmanian Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information access the [Catholic Education Tasmania website](#).



## Insight – Science of Learning and Reading

Catholic Education Tasmania has embarked on an innovative learning and teaching initiative - *Insight*. The *Insight* project will revolutionise our approach to teaching and how students learn.

*Insight*, based on the science of learning and reading, encompasses the way we teach in every classroom. This teaching approach empowers all educators to help their students grow in knowledge, wisdom and service.

Our *Insight* Project has one single objective: to improve the learning achievement of every student in our schools. The *Insight* project focuses on improving the three key foundations of teaching and learning:

1. A comprehensive, knowledge rich Curriculum: that supports student's growth in learning, knowing and remembering - every day.
2. Cognitive Science (the Science of Learning): Developing our understanding about how people learn; to overcome the limits of working memory in order to maximise student learning and to build long-term memory in all key subjects.
3. High impact Pedagogy: Regular and intensive coaching to assist our educators in actively applying the science of learning as we design highly efficient and effective teaching and learning methods in the classroom.

Catholic Education Tasmania is committed to supporting every student to grow in understanding and knowledge. We firmly believe the *Insight* project will serve the growth of our students as they understand the communal knowledge needed to function and flourish in society and in turn, build on their prior knowledge to respond in critical and creative ways to real world problems and daily life challenges.



## Final Checklist for Applicants

Before submitting your application, use this checklist to ensure you have prepared all important documents. In particular, check that you have:

- Read the role description, which contains the key results areas.
- Included in a single PDF document that contains:
  - A cover letter (no more than 1 page) stating the reasons why you are seeking a position with Catholic Education Tasmania.
  - A current copy of your resume, which should include an employment history stating where you have worked, the length of service and description of the position(s) held, and duties undertaken.

Transcripts, certificates etc. are not required to be submitted in your application but may be required if called to interview.

Please note that no changes can be made to your application after submission.

Applications are to be addressed to the Principal and can be submitted via the [Catholic Education Education careers page](#).

Please note: This campaign will close promptly on Monday 30 September 2024 at 11:00am and applicants will not be accepted after the closing time.

If you have any further queries regarding your application, please do not hesitate to contact People and Culture on (03) 6210 8888 or [careers@catholic.tas.edu](mailto:careers@catholic.tas.edu).



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St Aloysius Catholic College, Kingston | Sacred Heart College, New Town | Mount Carmel College, Sandy Bay | St Mary's College, Hobart | MacKillop Catholic College, Mornington | Guilford Young College, Glenorchy | St James Catholic College, Cygnet

*a proud part of*



Catholic  
Education  
Tasmania

Student Focused  
Christ Centred  
Learning for Life

5 Emmett Place  
New Town 7008  
[catholic.tas.edu.au](http://catholic.tas.edu.au)