



**APPLICATION
FOR
TEACHER AIDE
SENIOR SCHOOLING**

INFORMATION PACK

closes 9am 23 November 2009

The school has a vacancy for the position of Teacher Aide – Senior Schooling.

This is a permanent position for 30 hours per week. The times worked will be negotiated with the successful applicant; however it is anticipated that the applicant would be available to work between of 8am to 3pm.

The pay rate is **\$23.47** per hour as per the Other Than Public Servants Award Classification **TA04** level 1.

ADO – accumulated days off is required to be worked. This requires that extra time per week be worked so that time off can be taken during school holidays.

A copy of the **role description** for Teacher Aide TA04 is attached.
Please read this document carefully.

The position is the primary support for the **Head of Department, Senior Schooling**.

The **role** of the Senior Schooling teacher-aide is to organise and co-ordinate, under the direction of the Head of Department, Senior Schooling, all senior schooling processes. The position demands high levels of specialised knowledge about the QSA system of senior schooling as well as expertise in SDCS (Student Data Capture System). This position is an integral part of the management of the senior school; in some schools, more senior personnel such as deputy principals do this job. The person who fills this role must be able to plan at a long-term level so as to be able to efficiently deal with the complexity of senior schooling issues and solve any problems as they arise.

The duties may include all or any the following:

- Liaison with HOD Senior Schooling on promotional and administrative processes
- Coordination of BEACON Foundation activities
- Coordination of School based apprenticeships and traineeships
- Coordination and management of Work Experience and Structured Workplace Learning
- Support students with job seeking skills
- Facilitation of industry links for curriculum delivery
- Qld Studies Authority data capture
- Promotion of Senior Pathways - guest speakers etc.

The commencement date for the position is planned to be January 2010.

Applications are to be submitted before **9.00am, 23 November 2009** to:

**School Business Manager
Beerwah State High School
P O Box 198
BEERWAH Q4519**

Or by email to: jgrei17@eq.edu.au

Important Information

- *Please complete all sections of the application form.*
- *References are not required. If it is considered necessary to clarify information or increase the amount of data available for the interview panel, referees will be contacted following an interview.*
- *In all Government premises, a non smoking policy exists.*
- *Applicants short-listed for interview will be advised shortly after the closing date. Applicants not contacted by 1 June may take it that they have been unsuccessful for this position.*
- *Only those applicants interviewed will be personally advised of the outcome of their application.*
- *The Queensland Government is an equal opportunity employer.*
- *The successful applicant will be required to apply for a "Working with Children" suitability card.*
- *Final appointment will not be given until a clearance from a Criminal History Check has been provided.*
- *Applicants will be short listed based upon closely they meet the criteria for the ideal applicant. The criteria are listed under the heading of "YOU" in the Role Description*

Role Description

Position Title

clever • skilled • creative

Your employer

The Department of Education and Training (DET) is responsible for the delivery of quality education and training services to all Queensland students.

Teacher Aide (Generic)

Job Ad Reference	Priority Placement
Work Unit	State School/State High School/Special School or other education institution
Location	Various schools throughout the State
Classification	TA004 (Other Than Public Servants Award)
Job Type	38 hour week
Salary Range	Permanent Part-Time
Contact Officer	36,751 per annum
Contact Telephone	Plus superannuation contributions of up to 12.75% of your annual salary.
Closing Date	James Greig
	5436 5310
	23/ 11 / 2009

The Department's vision for education and training is to ensure that all Queensland students become active citizens in a learning society – the Smart State. The central purpose of education and training in Queensland is to create a safe, tolerant and disciplined environment within which young people prepare to be active and reflective Australian citizens with a disposition to life long learning. The Department provides quality education services to all state school and TAFE students through the auspices of Education Queensland and Training Queensland. It achieves these objectives through a corporate office driving strategy and policy, a statewide network of education facilities and support functions delivered through regional and central office personnel.

Within the education portfolio the Office for Early Childhood Education and Care is responsible for driving the early years' reform agenda including licensing and regulating all child care services in Queensland.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system-wide and school-based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and Departmental support structures.

For more information on the Department of Education and Training, please visit our website at <http://www.deta.qld.gov.au>

Your opportunity

As the Teacher Aide you will:

- Contribute to the provision of a quality educational service by providing high-level support for teaching and learning. The characteristics of a TAOO4 role include: specialised knowledge, limited direction, initiative and the application of judgement.

The Teacher Aide reports to the Principal or the Principal's delegate as appropriate. As the TAOO4 role provides high-level support for teaching and learning, it is envisaged that a TAOO4 would report to a supervisor in this field.

Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Work requiring specialised knowledge.
- Undertaking work with limited direction as to work priorities and the detailed conduct of the task.
- Taking responsibility, having regard to the nature of the position, for larger work groups or functions, field groups or district operations.
- High level initiative in accomplishing objectives, to be exercised either on an individual basis or in a multi-disciplinary unit.
- Work is performed independently with guidance from superiors only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the position's normal span of activity.
- Initiative in the application of established work practices and procedures.
- Supervision of a work group or function, with the responsibility for the standard of workmanship, the completion of work assignments and/or allocation of resources.
- Interpretation of guideline material and documented precedents and the application of judgement may be required in the determining of solutions to problems.
- The role reflects school planning and/or district initiatives.

The duties to be performed by a TAOO4 will be determined at the local level and will have a specific focus on providing high-level support for teaching and learning, having due regard to the nature of the position and the effective functioning of the school. The TAOO4 will perform their role with limited direction and make a substantial contribution to the school plan.

The activities of a Teacher Aide may include a mix of any of the above activities. These activities are not exhaustive and other relevant activities may be performed by Teacher Aides provided that such activities are appropriate having due regard to the classification, nature and purpose of the position.

A mandatory requirement of this role is:

- Whilst possession of a relevant Certificate III or Certificate IV qualification is not mandatory, it is desirable.

You

Within the context of the duties described above, the ideal applicant will be someone with:

1. **Ability to apply knowledge in order to provide support to students and teachers.**
2. **Demonstrated high-level verbal and sound written communication as appropriate to the work context.**
3. **Demonstrated ability to work both independently and as a member of a team as required.**
4. **Demonstrated initiative and problem solving skills.**
5. **Ability to participate in the planning, development and/ or implementation of professional development, including mentoring.**

Additional information

- TAOO4 positions are school based and are not a personal classification assigned to individual teacher aides.
- The role of TAOO4 requires a commitment to relevant professional development.
- The duties performed by a TAOO4 may include those performed by TAOO2 and TAOO3 roles.
- The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.ccytcg.qld.gov.au/> or on the Commission’s website at: <http://www.bluecard.qld.gov.au/>
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.
- Further information about the benefits of working for the Department of Education and Training including superannuation, flexible work life and leave is available through www.jobs.qld.gov.au/benefits/benefits .
- The Department of Education and Training is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- Applicants are advised that the Department of Education and Training will initiate a criminal history check by the Queensland Police Service on the nominated applicant.
- The appointee to this position may be required to complete a period of probation in accordance with Section 126 of the *Public Service Act 2008*. A person not already a Queensland Public Servant who is appointed as an officer on tenure will be subject to the satisfactory completion of a probationary period of 3 months. General (non-tenured) employees will also be subject to the satisfactory completion of a probationary period of 3 months.
- For further information refer to the Department of Education and Training’s Applicant Information Bulletin (available through www.jobs.qld.gov.au and searching on a specific Job Ad Reference).

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JEMS Approval Date: March 2006, Reformatted October 2009

JEMS number:09606

TRIM:09/200457

JEMS codes are: D=2=c- 76 C=3= 66 C=1=c= 58 Service/Support Total Score 200 (TAOO4)

BEERWAH STATE HIGH SCHOOL
APPLICATION COVER SHEET FOR
TEACHER AIDE – SENIOR SCHOOLING

This page to be completed by applicant

PERSONAL DETAILS (Please print details clearly)

SURNAME: _____	GIVEN NAMES: _____
Postal Address: 	Contact Phone numbers: Telephone N° Home Work Mobile

REFERENCES:

LIST THREE (3) PEOPLE WE CAN CONTACT FOR REFERENCES		
NAME	OCCUPATION	PHONE
1.		1. 2.
2.		1. 2.
3.		1. 2.

CERTIFICATION OF APPLICANT:

I hereby make application for the position as Teacher Aide at Beerwah High School and I certify that the information provided above is correct.

Signature: **Date:**