



Guilford Young College

## **Teacher Assistant – Outdoor Education**

**.5 FTE (40 weeks)**

**Application Package for Applicants**

Applications Close:  
Monday 11 July 2022, 4pm

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 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.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

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

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

The TCEO, established in 1959, 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 Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[www.catholic.tas.edu.au](http://www.catholic.tas.edu.au)  
[www.gyc.tas.edu.au](http://www.gyc.tas.edu.au)

## Application for Employment

Position – Teacher Assistant – Outdoor Education			
Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

### Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

### Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.

Name			
Postal Address			
Phone Number			
Email Address			
Name			
Postal Address			
Phone Number			
Email Address			
Name			
Postal Address			
Phone Number			
Email Address			

Signature		date
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## ROLE DESCRIPTION

<b>Role title:</b>	<b>Teacher Assistant – Outdoor Education</b>
<b>Classification:</b>	Teacher Assistant, Level 2
<b>College/College:</b>	Guilford Young College
<b>Is responsible to:</b>	Ultimately responsible to the Principal, Deputy Principals, College Directors. The direct line manager is the Head of Faculty (HOPE) and the teacher assigned to the class.
<b>Key relationships:</b>	Teachers, School/TCEO staff, students, parents, volunteers

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## ROLE ACCOUNTABILITY

The Teacher Assistant – Outdoor Education 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. The Teacher Assistant – Outdoor Education is also accountable for assisting in outdoor education instruction as required, purchasing within guidelines, assisting with budget submissions, assisting with camp and excursion arrangements and the safe conduct of outdoor education activities. Within the role the Teacher Assistant – Outdoor Education 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 – Outdoor Education is responsible to the Head of Faculty but will work under general supervision and direction of a teacher or coordinator.

## CATHOLIC EDUCATION TASMANIA REQUIREMENTS

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- Support the Vision and Mission statement of the individual school
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life
- 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**

Outdoor Teachers Assistants at Guilford Young College will undertake a range of teaching and support related duties as guided by the Guilford Young College vision and mission statements. These duties include:

- active support and modelling of the Catholic ethos of the College
- assist in the preparation, implementation and evaluation of appropriate learning programs to meet the learning needs of Outdoor Education / Leadership and Outdoor Recreation II students.
- modelling punctuality and time management
- out-of-classroom student supervision as required in accordance with GYC Outdoor Education Guidelines
- adherence to the Workplace Health & Safety and other policies of the College
- maintain appropriate and professional dress standards
- adherence to strict confidentiality with respect to information about students and staff
- assist with instruction of outdoor recreation activities, including: kayaking, abseiling, rock climbing, white water rafting, mountain biking, surfing, bushwalking, orienteering – within limits of personal qualifications.
- assist in purchase, maintenance and management of outdoor recreation equipment.
- assist in the preparation and assignment of equipment for day-to-day and extended camping expeditions
- strive to apply the highest teaching standards and to improve learning outcomes for all learners.
- form productive educational relationships with your students and manage student behaviour positively
- challenge students who are in breach of Code of Conduct using restorative practice principles and communicate ongoing non-compliance to their Teacher.

### **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.
- Maintain outdoor education equipment to College standards.
- Undertake purchasing within approval constraints.

### **Safety and professional standards**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including: – taking 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 a variety of environments and conditions 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.
- A high level of personal resilience.
- Committed to professional integrity.

## **EVIDENTARY REQUIREMENTS**

### **Essential**

- Certificate IV in Outdoor Recreation (or equivalent)
- Wilderness First Aid, or willingness to work towards
- Community Surf Life Saving Certificate
- Qualifications and experience in key activities including kayaking, rock climbing, abseiling and mountain biking
- Logbooks detailing activity experience (to be maintained during employment)
- Experience in Bushwalking
- Light Rigid Bus Licence and (be eligible for) a PPV Licence, or willingness to work towards
- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school, or willingness to work towards

### **Desirable**

- Education sector experience
- Other outdoor activity training
- Protective Handling Practices training
- Manual Handling training

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

- Teacher Assistants – Outdoor Education work mostly outdoors.
- They may undertake yard duty and accompany college classes on field trips, outdoor activities and camps.
- The physical demands of the role may involve frequent sitting, walking and fine motor skills, climbing, bike riding, bushwalking, paddling, swimming, kneeling, squatting/crouching, lifting, carrying, pushing, pulling and reaching.
- Teacher Assistants – Outdoor Education will be expected to use a variety of specialised equipment and resources and may be required to undertake a range of protective handling and manual handling techniques

## Additional Position Information

<b>Start Date:</b>	25 July 2022
<b>FTE:</b>	0.5 (Term Time)
<b>Weeks per year:</b>	40
<b>Tenure:</b>	Ongoing 6 month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Salary Range:\$29,571.50 to \$32,641.50 (Pro – rata) plus 10.5% superannuation

## Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Personal Capabilities in the Role Description  
Hint: describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm, Friday 8 July 2022 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.