



Guilford Young College

Academic Research Centre Assistant

**Limited Tenure: Leave Replacement
(.84 FTE)**

Application Package for Applicants

Applications Close:
Friday 30 September, 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.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (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 (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 Constitution
- CECT Policies
- School Policies

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

catholic.tas.edu.au

Application for Employment

Position <i>Please select role/s</i>			
<input type="checkbox"/> Academic Research Centre Assistant			
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



ROLE DESCRIPTION

Role title:	Academic Research Centre Assistant
Classification:	Library Level 3
FTE:	.846 FTE, 40 week equivalent each year plus 4 weeks paid annual leave
College/College:	Guilford Young College
Is responsible to:	Academic Research Leader
Key relationships:	Teachers, school/TCEO staff, students, parents, volunteers, Parish Priests, visitors, Archdiocesan staff

ROLE ACCOUNTABILITY

The Academic Research Centre (ARC) Assistant is accountable for the effective delivery of quality resource and information services support for students and staff.

Within the role the ARC Assistant supports the Catholic Identify and Evangelising Mission and works collaboratively with other staff and members of the College community to support students to achieve enhanced learning outcomes. The ARC Assisat will work with the ARC leader to encourage teaching staff, students and wider community to contribute to the building of relevant ARC collections and information databases.

The ARC Assistant is responsible to and will work under the general supervision of the ARC Leader and usually works in the Academic Research Centre.

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.

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

KEY RESULT AREAS

Assisting Staff and Students

- Respond to student and staff information service needs and suggest appropriate physical and online resources for learning or recreational purposes.
- Proactively assist students and staff with the access and retrieval of physical and online information resources relevant to learning or for recreation.
- Provide support and as required, demonstrate to individuals or groups of students and staff, how to access databases and other services, for learning or recreational purposes.
- Coordinate the loan and repair of physical resources, including ICT equipment and provide instructions and support for use
- Assist students with the safe, responsible and ethical use of relevant ICT
- Undertake the routine ordering of administrative equipment and materials following standard procedures
- Liaise to classroom teachers or senior ARC staff any difficulties, concerns and successes experienced by students
- Assist students with challenging student behaviour in accordance with organisational policy and guidelines
- Support staff and students in accessing electronic resources for learning, including supporting use of the Learning Management System

Academic Resource Centre Operations

- Maintain ARC catalogues in accordance with procedures
- Assist with the acquisition, processing, circulation and maintenance of physical and electronic resources for the Academic Resource Centre collection
- Ensure that physical resources are accurately sorted and shelved in a safe and timely manner
- Assist with routine audits, stocktaking and culling of resources, including physical, electronic and ICT resources
- Assist with the recording and access of audio and visual information relevant to the College's learning program
- Arrange general and special interest materials and displays that promote ARC services and resources
- Support the ARC Leader in extending access to resources, eg through provision of a digitisation service
- Support the ARC Leader in implementing special projects including workshops and community engagement days

Create a quality customer experience

- Provide a friendly and welcoming customer service support, as first point of contact for staff, parents, students and visitors using the Academic Research Centre
- Resolve routine information service requests for students and staff and escalate where appropriate.
- Identify and escalate complex matters in a timely manner
- Communicate clearly and concisely
- Respect and protect staff, student and family privacy and confidentiality
- Assist in promoting a positive image of the College in all interactions
- Ensure the ARC is kept tidy and that notices and displays are relevant and accessible

PERSONAL CAPABILITIES

- Committed to supporting student outcomes through a service orientation
- Relate to students with varying needs
- Interact appropriately with colleagues, students and parents for different purposes and in different contexts
- Experience supervising staff
- Establish and maintain collaborative working relationships
- Apply literacy, numeracy and reasoning skills to effectively undertake the role
- Perform effectively in environments with competing demands
- Exercise judgement and discretion in undertaking duties
- Use initiative to resolve problems and conflicts in a constructive manner
- Demonstrated professional integrity

TECHNICAL ACCOUNTABILITIES

- To promote and develop growth in faith and Catholic ideals through example and instruction
- To create and maintain an attractive, safe and engaging environment to enable positive learning to take place
- To be involved in ongoing personal and professional learning
- To present professionalism that demonstrates clear programs and organisation
- To be flexible in planning and classroom management
- To support extra-curricular activities of the school; parish and community
- To actively engage in collaboration

SCHEDULING ACCOUNTABILITIES

- Report to the Principal and/or other senior staff regularly
- Attend staff meetings and professional learning sessions
- Meet with colleagues and senior staff to plan, moderate and discuss teaching and learning of students
- Conduct Parent / Teacher Interviews
- Prepare Learning Plans
- Prepare written student reports at various intervals each year
- To meet with parents as requested

SELECTION CRITERIA

Essential

Qualifications

- Successful attainment of Accreditation A for all employees working in Catholic schools and the Catholic education system in Tasmania, or the willingness to work towards the successful attainment thereof
- Valid Working with Vulnerable People registration
- Current and satisfactory National Police Criminal History Check (NPCHC)

Desirable

Qualifications

- Advanced Diploma of Library and Information Services or equivalent
- Education sector experience
- Current Motor Vehicle Licence
- Current First Aid Certificate
- Knowledge of manual handling practices

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The ARC Assistant role is located in a busy, open area and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The ARC Assistant uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

Team effectiveness and collaboration

- 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 demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

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 Line Manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- 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.

Safety and compliance

- 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 relevant 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.

Additional Position Information

Start Date and Tenure:	30 January 2023 .84 FTE, 40 week equivalent each year plus 4 weeks paid annual leave 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary Range:\$66814 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, Wednesday 28 September 2022 to employment@gyc.tas.edu.au

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