



Guilford  
Young  
College

# **Student Support Supervisor**

## **Ongoing (0.767 FTE Term Time Only)**

**Application Package for Applicants**

Applications Close:  
Friday 16 February 2024 at 4.00pm

## 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

<b>Position:</b>	<i>Please select role/s</i>
<input type="checkbox"/> Student Support Supervisor	

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>	Student Support Supervisor
<b>Classification:</b>	Teacher Assistant, Level 2
<b>School:</b>	Guilford Young College
<b>Is responsible to:</b>	Director of Organisation
<b>Key relationships:</b>	Students, teachers, school staff, parents, members of the community

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## **ROLE ACCOUNTABILITY**

The Student Support Supervisor supports the daily operation of Guilford Young College and works closely with the student body to facilitate an effective study environment; assisting students to become responsible members of the College community.

Under the direction of the Director of Organisation, the Student Support Supervisor assists in the smooth running of the College's day-to-day operations, as well as events and activities that occur throughout the year.

The Student Support Supervisor supports the Catholic Identity of the College and is guided by its Vision and Mission statements. As such the Student Support Supervisor is a key partner to the teaching staff and other staff of Guilford Young College in its wellbeing and educational mission.

The Student Support Supervisor is responsive to the requests of teaching staff and will work collaboratively with other staff and members of the school community to support students.

## **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**

### **Effective outcomes for students**

- Assist students with school routines including timetables, lockers, homework, and student Code of Conduct.
- Support student attendance, which includes following up on student absences.
- Carry out administrative and functional duties to support the daily operation of the College
- Assist with the organisation and management of College events and activities
- Supervise students in the Academic Resource Centre (ARC) or small group activity settings.

- Communicate to teachers any difficulties, concerns and successes experienced by students or parental concerns.
- Assist students on excursions, assemblies and special events; this may involve driving a school vehicle.
- Assist with yard duty (conditions apply).

### **Resources and organisation**

- Plan and organise workflow to accomplish established objectives
- Assist with the collection, preparation and distribution of school resource materials.
- 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.

### **Team effectiveness and collaboration**

- Support College staff to deliver effective student outcomes.
- Work collaboratively with 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, college meetings
- 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.

### **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
  - complete workplace audits where required.
- Create a safe and welcoming learning environment for students 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.
- Interacts appropriately with colleagues, students and parents for different purposes and in different contexts.

- Establishes and maintains collaborative working relationships with staff and students.
- Applies literacy, numeracy and reasoning skills to effectively undertake role.
- Manages and prioritises workloads
- Exercises judgment and discretion
- Uses initiative to resolve problems and conflicts in a constructive manner.
- Is flexible and dependable.
- Committed to professional integrity.

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school

### **Desirable**

- Education sector experience
- Current First Aid Certificate
- Drivers licence
- Youth Mental Health First Aid training
- Microsoft Office Suite experience
- Protective Handling Practices training
- Manual Handling training

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

Student Support Supervisor work mostly indoors in classrooms, the ARC 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. Student Support Supervisor 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.

## **KEY DUTIES**

- Maintain positive relationships with students while supporting students to meet the expectations of the Code of Conduct
- Assist the Director of Organisation with the daily operations of the College, as well as scheduled events and activities
- Follow up on absences through contact with students and their families
- Provide supervision in the Academic Research Centre
- Assist new students to the College in orientation activities
- Support students to be on campus and in scheduled classes
- Complete sign in process for each Studyline in line with the attendance taking procedures
- Follow up attendances that have not be done
- Sign in student who have missed cross campus bus or class excursions
- At request of teachers locate students who are unexpectedly absent from class
- Be active in returning students to campus during the school day
- Monitor and supervise the student car parking area and support the parking permit system
- Facilitate the allocation, clean-out and maintenance of student locks and lockers
- Support office staff in the preparation and distribution of school resource materials including mail-outs
- Support the Director of Organisation in the preparation and running of Mid-Year Exams
- Other tasks as directed and in support of all staff

## Additional Position Information

<b>Start Date:</b>	26 February 2024
<b>Tenure:</b>	Ongoing (35 hours per week) 40 weeks per year (term time only) 6 month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart Campus)
<b>Hours of Work:</b>	8:00am – 3:45pm Monday to Friday with a total of 45 minutes unpaid break per day (7 hours total per day)
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Salary Range: Teacher Assistant, Level 2 \$48,748.08– plus 11% 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 Key Result Areas (KRAs) and Personal Capabilities in the Role Description  
Hint: when addressing the KRAs 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 Ms Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm Friday 16 February 2024 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.

If you have any further queries regarding your application please do not hesitate to contact Mr Matt Rhodes on (03) 6238 4333 or [mrhodes@gyc.tas.edu.au](mailto:mrhodes@gyc.tas.edu.au)