



Guilford Young College

# Trade Assistant (Trade Training Centre)

Ongoing, 60 hours per fortnight  
43 weeks per year

## Application Package

Applications Close:  
4.00pm, Wednesday 8 May 2024

## 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](http://catholic.tas.edu.au)

# Application for Employment

<b>Position:</b>	<i>Please select role/s</i>
<input type="checkbox"/> Trade Assistant, Trade Training Centre	

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>	Trade Assistant, Trade Training Centre
<b>Classification:</b>	Utility, Level 3
<b>School / College:</b>	Guilford Young College
<b>Is responsible to:</b>	VET Manager
<b>Key relationships:</b>	Trade Teachers, Business Manager, WHS and Compliance Manager, Property Services Manager, Students

## ROLE ACCOUNTABILITY

The Trade 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. The role has two major components:

- Maintaining the assets of the Trade Training Centre under specified and established procedures, policies, compliance frameworks and practices
- Assisting teachers in the delivery of programs and the pastoral support of students, specifically those requiring additional support with their learning.

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

The Trade Assistant is responsible to the Manager of Trade Training Centre Workshop and will also work under the general supervision and direction of teachers or coordinators as required.

## 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

### Workshop

- Maintain Trade Training Centre assets in accordance with College processes.
- Ensure tools and equipment to be used in courses are readily available and are in a suitable condition for their application within a course.
- Maintain the workshop so that it meets WHS standards of compliance and keep appropriate records with the support of the WHS Compliance Manager.
- Contribute to the maintenance of cleanliness and housekeeping within the workshop.

- Review, update, display and promote relevant SOP's (Standard Operating Procedures) and SWMS (Safe Work Method Statements)
- Arrange ordering and supply of tools, equipment and incidentals within approved budget limits and ordering processes.
- Coordinate the TTC responsibilities to safety through active membership on the College WHS committee.
- Ensure sufficient PPE is available

### **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 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 and workshop materials.
- Work with students to use equipment and specialised technology where required.
- Assist students with the safe, responsible and ethical use of workshop tools and information communication technology (ICT).
- Keep active records of materials, trade pricing and manage costs within defined budgets.
- Communicate to teachers any difficulties, concerns and successes experienced by students.
- Assist with the supervision of students in study group or small group activity settings.

### **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.

### **Team effectiveness and collaboration**

- Support and assist teaching and other College support staff to deliver effective student outcomes.
- Develop positive relationships with colleagues and other members of the College 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 College.
- 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 College 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.

### **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.
- Sound knowledge of workshop tools and their application

### **EVIDENTIARY REQUIREMENTS**

#### **Essential**

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Relevant qualification eg Trade Certificate or Certificate III or equivalent
- Current Tasmanian vehicle driver licence

\*Please Note: The preferred candidate will be required to undertake a Work Health Assessment prior to commencement in the role.

#### **Desirable**

- Manual handling certificate
- Current First Aid Certificate
- Education sector experience

### **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The Trade Assistant will work mostly indoors in workshops, classrooms, and other College buildings. This position will be based predominantly in noisy environments and all required safety workwear or equipment will be provided. The physical demands of the role may involve frequent sitting, walking fine motor skills, standing, kneeling, squatting/crouching, lifting, carrying, pushing, pulling and reaching. Trade Assistant 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>	Immediate
<b>Tenure:</b>	Term Time plus 1 week in each of the April, July and October holidays 6 hours/day, 30 hours per week 6 month probation period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses as required)
<b>Hours of Work:</b>	8:30am – 3:30pm: Monday to Friday (indicative only)
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Hourly Rate \$31.07 plus Superannuation 11%

## 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 (no more than one page) stating the reasons you are seeking the position and what you can bring to the role.
- 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
- Include 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 3 May 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.

If you have any further queries regarding your application please do not hesitate to contact the college on 6249 4333 or email [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)