POSITION DESCRIPTION

Founded 1917
The Cathedral School
of St Anne & St James
TOWNSVILLE

ROLE TITLE:	Middle/Senior School Teaching & Learning Assistant Part-time Term-time Contract
REPORTS TO:	Luke Baills (Principal) Chris Anderson (Head of Middle School) Pauline Taifalos (Head of Learning Enrichment) Kiri Lucas (Learning Enrichment Teacher – Middle/Senior School)
INDUSTRIAL AGREEMENT:	The Queensland Anglican Schools Enterprise Agreement
CLASSIFICATION:	School Officer - Teaching & Learning Level 2
CONTRACT DATES:	27 January 2027 – 3 December 2027
APPLICATION CLOSING DATE:	We will assess applications as they arrive, so please apply today!

Do you enjoy supporting students to build confidence, engage in their learning and achieve their individual goals?

The Cathedral School is seeking a dedicated Middle School/Senior School Teaching & Learning Assistant to join our Learning Enrichment team. This part-time, term-time contract offers the opportunity to work collaboratively with teachers and specialist staff to support students with learning difficulties, impairments, English as an additional language, and other additional needs.

As a Middle/Senior School Teaching & Learning Assistant, you will support classroom teachers to help students achieve the learning goals documented in Individual Support and Education Plans. Working under the guidance of the Head of Learning Enrichment and the Middle/Senior School Learning Support Teachers, you will assist with individual and small-group learning support, resource preparation, student supervision, observations and administrative tasks that contribute to quality learning outcomes.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

PURPOSE AND MISSION:

Inquisitive minds. Kind hearts. Purposeful futures.

We strive to create a community where every student is supported and empowered to reach their potential, developing confidence, curiosity, and agency to shape their own learning within a caring and connected environment. Students are encouraged to grow not only as individuals but as engaged, connected, and responsible citizens who contribute to a shared purpose and the common good. We invite them to meet challenges in the way our founders intended – with love, courage, determination, service, and faith in God.

In this way, we nurture *inquisitive minds* to think deeply, *kind hearts* to act compassionately, and *purposeful futures* to be lived with meaning, hope, and resilience, honouring the vision that has united our Cathedral community for more than a century.

VISION:

Futures shaped by purpose, passion, and character.

We will achieve our vision of shaping futures by:

- Nurturing purpose, so that every member of our community knows who they are, what they value, and how they want to contribute:
- Embracing passion, so that lives are enriched with growth, balance, and joy:
- Developing character, through living the Gospel and building Christian community:

Our vision and mission bring together what we want all members of The Cathedral School community to know, love, and become.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.

PRIMARY ROLE PURPOSE:

The Middle/Senior School Teaching & Learning Assistant will be required to support classroom teachers to achieve the learning goals documented in Individual Support and Education Plans and effectively communicating with students and staff.

The Cathedral School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the school which is founded on the Mission Statement.

The Learning Support Department caters for students across all year levels and our specialist staff, consisting of teachers and assistants, provide support to students with learning difficulties or impairments, ESL students and students additional needs.

The Learning Support Department works collaboratively with the school executive, teachers, specialists, and parents to:

- Identify and assess students experiencing difficulties in learning.
- Plan, implement, monitor, and evaluate programs for students with learning difficulties and impairments.
- Assist with end of month reporting.

Teacher assistants in the Learning Support Department are responsible to the Head of Learning Enrichment and the Middle-Senior School Learning Support Teacher as applicable and at times maybe requested to assist with other tasks as directed by the Deputy Principal or Heads of School.

RELATIONSHIPS AND AUTHORITY:

The position is responsible to the Head of Middle School through the Learning Support Teacher – Middle/Senior School for the day to day performance of duties. Employees at this level are responsible and accountable for their own work. Middle-Senior School Teaching & Learning Assistants are expected to work in consultation with all staff in the Middle/Senior School.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under routine supervision, using established procedures, practices, and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Learning Support Teacher – Middle/Senior School.

The position may require supervision of students. Experienced employees at this level may exercise initiative and judgement when assisting or supporting students. Peer guidance and assistance for less experienced employees may be required from time to time.

KEY ACCOUNTABILITIES:

It is expected that the position will develop an intermediate understanding of school procedures such as classroom procedures, lesson plans, and curriculum material and to work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships that ensure the smooth operation of Senior School. Middle/Senior School Teaching & Learning Assistants are required to follow direction from the Head of Middle School, Learning Support Teacher – Middle/Senior School, and the relevant classroom teacher/s they work with.

INTERACTION WITH STUDENTS

- Treat all students with dignity and respect and allow for individual differences.
- Provide students with a safe and nurturing environment.

- Use appropriate language in support of student's learning.
- Model appropriate behaviour.

STUDENTS WITH LEARNING DIFFICULTIES

- Specific Literacy and Numeracy duties may include:
  - support for teachers in providing learning materials or students at risk.
  - working with small groups as well as individual students.
  - use of computers when working with students.
- Work collaboratively under the guidance of the Learning Support Teacher – Middle/Senior School and class teachers.
- Assist class teachers in the implementation of individual and small group support programs as documented in students' ISPs.
- Prepare and organise classroom/school materials and resources to support ISP goals.
- Monitor students' performance and report information.
- Preparing and updating student files.
- Make resources for specialised programs.
- Testing students under the direction of the Learning Support Teacher – Middle/Senior School.

DURING CLASS

Complete task/activities, as instructed by the classroom teacher which may include:

- Work with students either in small groups or individually under the direction of the classroom teacher.
- Check work when asked and provide feedback of any difficulties to classroom teacher.
- Provide careful management and supervision of small groups of students as well as the whole group, when required.
- Keep rooms reasonably tidy during session and assist with clean-up as requested by the classroom teacher.

GENERAL DUTIES

- Provide educational program assistance in all key learning areas with individuals or groups.
- Assisting in the supervision of education activities, under the direction of a teacher.
- Assist in a range of administrative duties as directed by the Head of Learning Enrichment including sharing observations, photocopying, compiling student result records and filing.
- Operate office equipment such as photocopier, laminator, guillotine, and multi-media as required in the completion of duties.
- Care of equipment, materials, and resources for Learning Support Department.
- Be supportive of the goals of the program.
- Assist teachers with record keeping as required – observations and anecdotal records.
- Actively supervise students throughout the day including playground duty.

OTHER

- Accompany students and assist in supervision of lessons.
- Attend staff meetings and professional development sessions when instructed to attend.
- Prepare and assist in assembling and disassembling displays and participate in various school events.
- Accompany classes and assist with supervision of students during excursions/school sports.

- Attend to administrative tasks and duties as directed by the Heads of School.
- Report inappropriate student behaviour to the Head of School within 24 hours (i.e. stealing, failure to follow instruction, antisocial behaviours, and potential bullying).
- Be clear about action to be taken in case of emergencies.
- Perform any other duties requested by the Deputy Principal or Head of Learning Enrichment.

SKILLS AND KNOWLEDGE

ESSENTIAL CRITERIA

The Middle/Senior School Teaching & Learning Assistant will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Certificate III in Education Support is the minimum formal qualification. Experienced teaching assistants without formal qualifications who possess the skills and abilities outlined below may be deemed as equivalent to the above qualifications depending upon the area of experience.
- Valid Working with Children Check (Blue Card).
- Current First aid and CPR certificates.

Competencies, Knowledge & Skills

- Demonstrate initiative and flexibility in working with students.
- Ability to affirm the unique worth of each child.
- Accept individual differences in ability, need and learning styles and always cater for these differences.
- Intermediate computer skills in Microsoft office are required.
- Excellent interpersonal skills, including listening and communication skills, that build and maintain positive and productive working relationships.
- Ability to organise and prioritise work activities and schedules to meet established deadlines and achieve high quality work outcomes.
- Ability to work collaboratively with colleagues in the pursuit of team goals and individually as required.
- Ability to problem-solve and be proactive in the workplace.
- Behaviour management skills.
- Demonstrate abilities of reliability, tact, confidentiality, and discretion.

Desired Competencies, Knowledge & Skills

- Experience in both a primary and secondary school setting.
- Demonstrate maturity, flexibility, creativity, and initiative within work role.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.