

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	School Officer: Classroom Support
<b>Classification</b>	School Officer Level 2
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Principal or delegate

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

## About the role

The School Officer: Classroom Support assists teaching staff in catering for students with identified personal learning requirements to enhance access to the curriculum. This role works collaboratively with both teaching staff and students in Tier 1, 2 and 3 social, emotional, behavioural and academic targets, supporting a range of student abilities.

## Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Under routine supervision, provide support to individual students inside and outside the classroom to enable them to participate in learning and school activities.
2. Based on the direction of teaching staff and/or in accordance with well established programs, assist students (either individually or in groups) with personalised learning requirements to achieve social emotional, behavioural and academic targets.
3. Assist in the support of minor behavioural, social and emotional vulnerabilities within established school based practices and procedures, referring more complex behaviours to the Classroom Teacher.
4. Under direction of the Classroom Teacher, make general observation and progress notes of student learning and associated activities within set timelines.
5. Under the direction of the Classroom Teacher and within established practices and procedures, assist in the set up and pack up of daily programs and resources.
6. Communicate in both verbal and written form with the Classroom Teacher regarding student engagement and implement necessary adjustments based on suggestions from the Classroom Teacher or associated specialists.
7. Support the maintenance of a clean and tidy classroom environment including storage facilities.

*We value*



Dignity



Potential



Life

8. Assist students in relation to their physical requirements in accordance with established toileting and health plans to ensure the comfort of the student including changing clothes.
9. Within designated behaviour support processes, provide playground supervision of students and refer behavioural vulnerabilities to teaching staff.

## About you

To achieve in this role, you will be required to demonstrate the following:

### Eligibility criteria

#### Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

#### Desirable

- Senior First Aid Certificate or ability to obtain upon commencement.

### Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Evidenced organisational and record keeping skills that can be applied to an educational context.
- Proven experience working with children in a school environment, with the ability to understand a range of individual student requirements.
- Developed interpersonal, verbal and written communications skills.
- Demonstrated experience in following procedures and routines to provide consistent support.
- Proven ability to adhere to directions, receive and implement feedback.

## Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.