

POSITION DESCRIPTION

Position Title:	Pathways Assistant – Work Experience		
School/College:	Shalom College	Location:	Bundaberg
Classification:	SO Level 4	Reports To:	Principal or nominee
Status:	Term-Time	Employment Type:	Continuing
Agreement:	Catholic Employers Single Enterprise Collective Agreement - Diocesan Schools of Queensland 2023 - 2026		

CATHOLIC EDUCATION – DIOCESE OF ROCKHAMPTON

Catholic Education – Diocese of Rockhampton (CEDR) supports 10 kindergartens, 31 schools and 8 colleges in the Diocese. CEDR employs staff to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be contributing member of the community in their adult lives. CEDR covers three areas of Ministry: Catholic schools and kindergartens, Adult Faith Education and Formation and Religious Instruction in state schools.

To find out more about our organisation visit <https://www.rok.catholic.edu.au/>

PURPOSE OF THE ROLE

The Pathways Assistant- Work Experience provides administrative support at a senior level which facilitates the effective running of the school office in support of the educational function of the School.

QUALIFICATIONS/REQUIREMENTS OF THE ROLE

Requirements of the Role

To fulfil the role, a person must hold and maintain a current Queensland Working with Children Clearance (Blue Card).

Qualifications of the Role

Tertiary qualifications at Certificate level or equivalent knowledge, qualifications, and experience relevant to the position may be required.

DUTIES OF THE ROLE

The duties of the role include (but are not limited to):

- Practice confidentiality in relation to all aspects of the role
- Discretion and judgement are required with tasks including but not limited to attending meetings, organising appointments, initiating and handling correspondence (which may include confidential correspondence), monitoring telephone calls and establishing and/or maintaining filing and record keeping systems.
- Process of student work experience placement requests.

- Develop and establish employer links, promoting and fostering long-term working relationships.
- Promote work experience, industry placements and employer engagement opportunities to learners to enhance learner participation.
- Provide necessary induction to learners prior to placement, and ongoing support once placed at a work experience site.
- Ensure Department of Education Risk Assessments are accurate and professionally completed.
- Collect any relevant workplace generated WHS documents from employers.
- Confirm with student and parent that they are clear about details and requirements related to the work placement.
- Complete necessary work placement documents as required and maintain records.
- Liaise regularly with job site supervisors to ensure successful work experience placements, this will include site visits.
- Seek to resolve problems that may arise regarding a work experience placement.
- For students with a disability, liaise with Inclusive Curriculum staff to ensure students needs are identified and necessary adjustments made.
- Work closely with the VET coordinator to support student placements.
- Attend relevant information sessions for students and parents.
- Oversee potential work experience insurance claims in collaboration with relevant supervisors.
- Other duties as directed by the principal or nominee

FACTORS OF THE ROLE

1.1. Knowledge Application

- 1.1.1. Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an often busy and demanding school environment.
- 1.1.2. Expertise within an area or discipline using theoretical knowledge or relevant practical experience.
- 1.1.3. A substantial depth of knowledge, a broad range of skills and understanding of related principles, techniques, and practices.
- 1.1.4. Well-developed understanding of relevant school and system statutory, regulatory and policy frameworks applied to a variety of interrelated activities and solutions to a range of problems.

1.2. Accountability

- 1.2.1. Accountable for developing plans and objectives for short-term tasks supporting the school office and administration team.
- 1.2.2. Responsible for coordinating competing requests and demands, setting priorities and managing the workflow for immediate work area.
- 1.2.3. Use discretion and judgement in the selection of school office equipment, work organisation, services, actions and achieving outcomes within time constraints.
- 1.2.4. Responsible for providing professional and policy advice within an area of specialisation or providing technical expertise that contributes to team and school leadership outcomes.
- 1.2.5. Accountable for maintaining appropriate risk management programs in a school administration context.

1.3. Scope and Complexity

- 1.3.1. Work is moderately complex to complex in nature and relates to a range of activities in a variety of contexts within the school.
- 1.3.2. What needs to be done involves using available information however options are not always evident.
- 1.3.3. Competencies are normally used within a variety of school and system routines, methods, and procedures.
- 1.3.4. Interpretation, analysis and some judgement are required to select an appropriate course of action.

1.4. Guidance

- 1.4.1. Works under general supervision and works within established procedures and guidance.
- 1.4.2. Objectives, priorities, and deadlines are defined with some scope in selecting the most appropriate method to complete tasks and how precedents, procedures and guidelines are interpreted and applied.
- 1.4.3. The work may involve working independently to manage specific tasks, processes, or activities against stated objectives with supervision generally limited to complex tasks or unfamiliar situations and overall progress.

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- 1.4.4. Completed work is evaluated for accuracy, appropriateness, and compliance with school policy requirements.

1.5. Decision Making

- 1.5.1. Decisions are within defined parameters and related to an area of responsibility.
- 1.5.2. Decisions are based on school and system policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.
- 1.5.3. Information and advice are provided which may be taken into consideration by other decision makers and school leadership.
- 1.5.4. Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

1.6. Problem Solving

- 1.6.1. Work activities are undertaken within a general framework of recognised school and system procedures and guidelines.
- 1.6.2. Problem solving may be undertaken with creativity applied to recognised procedures and guidelines.
- 1.6.3. Information is applied selectively, and alternatives are not always self-evident.
- 1.6.4. Analysis is typically required to make judgements involving facts or situations.
- 1.6.5. Lateral thinking is required to generate viable options and the implementation of solutions.

1.7. Contacts and Relationships

- 1.7.1. Facilitate effective communication with staff, students, parents and visitors in a school environment that enhances the school image and contributes to the goals of Catholic Education.
- 1.7.2. Communicate with and provide information and advice to a range of school staff, parents, students, stakeholders/others.
- 1.7.3. Liaise with school staff, parents, students, stakeholders/others and assist to resolve moderately complex issues.
- 1.7.4. Provide quality advice to school staff, parents, students, stakeholders/others and deliver a responsive service within area of expertise.
- 1.7.5. Represent the work area at internal and external meetings and conferences as required.

1.8. Negotiation and Cooperation

- 1.8.1. Contact with school staff, parents, students, stakeholders/others is in terms of comprehensive advice, support and resolution of issues.
- 1.8.2. A level of tact, discretion or persuasion is necessary.

1.9. Management Responsibility/Resource Accountability

- 1.9.1. Some limited supervisory responsibility or coordination of others' work.
- 1.9.2. Provides advice and guidance on school and system procedural matters.
- 1.9.3. As a member of the school office administration team, some responsibility for organising task allocation and checking quality of work may be required.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies. The employee will be expected to abide by the Statement of Principles for Employment in Catholic schools, the Staff Code of Conduct and other CEDR/Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters. Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities. Each employee is responsible for ensuring their health and safety in accordance with the Workplace Health and Safety Act, Qld.

STUDENT PROTECTION REQUIREMENTS

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic

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Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date