

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Teacher Assistant – Agricultural Science

Position Purpose	In alignment with NCC's Mission and Vision, this role supports teachers both in the preparation for and during Agricultural Science classes.
Qualifications	A formal qualification is not essential. Staff are encouraged to continually advance their skills and knowledge base.
Accountability	Subject Teachers, Head of Agricultural Science, and ultimately the Executive Principal
Key Relationships	Secondary Teaching Staff, Farm Staff, Head of Agricultural Science, Head of Business Operations, students and parents.
Personal Requirements	These are generally personal in nature and reflect the desired attributes of staff. • Have a personal faith and commitment to Jesus Christ • Demonstrate an ability to translate faith into practice • Proactively contribute to the delivery of the Mission of NCC • Demonstrate, establish and maintain appropriate professional boundaries with students. • Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct • Act with integrity, loyalty, honesty and accept authority • Act with tolerance and compassion • Demonstrate an ability to forgive and accept forgiveness • Demonstrate an acceptance of other people • Exhibit self-discipline • Demonstrate a willingness to learn and engage in professional development • Maintain confidentiality.
Professional Competencies	The following professional competencies are essential to this position: • Ability to work effectively in a team and collaborate with other staff. • Competencies within the agricultural industry e.g., fence building, gardening, animal handling, horticulture. • Capability to adapt to changing situations and maintain composure in a dynamic environment • Able to communicate professionally with staff, students and parents and make timely informed decisions based on the available information and considering the impact to the organization • Demonstrate confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff • Be well-informed in relation to responsibilities under the Privacy Act

- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004
- Be aware and supportive of College Workplace Health & Safety requirements. Carry out work practices in accordance with current Workplace Health and Safety standards, including emergency procedures.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

Assisting the teacher in classes

- Assist the teacher during lessons, including working with a small group on a task.
- Communicate effectively with, support, organise and direct students during tasks.

Before and after classes

- Prepare equipment and resources needed for lessons as directed by the teacher.
- Ensure all equipment and resources are put away and the work area is left clean, neat and tidy.
- Provide the teacher with feedback on tasks undertaken, student participation and related issues.

Perform other duties as required

- Associated with assisting the teacher in lessons.

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

NCC Child Protection Policy
NCC Staff Code of Conduct
NCC Enterprise Agreement
NCC Staff Dress Code Policy
NCC Workplace Health and Safety Policy

Hours of Work

As per Employment Contract