

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Teacher Assistant – Agricultural Science

<b>Position Purpose</b>	In alignment with NCC's Mission and Vision, this role supports teachers both in the preparation for and during Agricultural Science classes.
<b>Qualifications</b>	A formal qualification is not essential. Staff are encouraged to continually advance their skills and knowledge base.
<b>Accountability</b>	Subject Teachers, Head of Agricultural Science, and ultimately the Executive Principal
<b>Key Relationships</b>	Secondary Teaching Staff, Farm Staff, Head of Agricultural Science, Head of Business Operations, students and parents.
<b>Personal Requirements</b>	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> <li>• Have a personal faith and commitment to Jesus Christ</li> <li>• Demonstrate an ability to translate faith into practice</li> <li>• Proactively contribute to the delivery of the Mission of NCC</li> <li>• Demonstrate, establish and maintain appropriate professional boundaries with students.</li> <li>• Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct</li> <li>• Act with integrity, loyalty, honesty and accept authority</li> <li>• Act with tolerance and compassion</li> <li>• Demonstrate an ability to forgive and accept forgiveness</li> <li>• Demonstrate an acceptance of other people</li> <li>• Exhibit self-discipline</li> <li>• Demonstrate a willingness to learn and engage in professional development</li> <li>• Maintain confidentiality.</li> </ul>
<b>Professional Competencies</b>	<p>The following professional competencies are essential to this position:</p> <ul style="list-style-type: none"> <li>• Ability to work effectively in a team and collaborate with other staff.</li> <li>• Competencies within the agricultural industry e.g., fence building, gardening, animal handling, horticulture.</li> <li>• Capability to adapt to changing situations and maintain composure in a dynamic environment</li> <li>• 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</li> <li>• Demonstrate confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff</li> <li>• Be well-informed in relation to responsibilities under the Privacy Act</li> </ul>

- 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