

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Junior School Teacher Assistant/Medical Assistance

|                                  |  |
|----------------------------------|--|
| <b>Position Purpose</b>          | In support of the Mission and Vision of NCC, the Junior School Teacher Assistant/Medical Assistance provides medical assistance to students with medical needs and, when those students are not in attendance, undertakes general teacher-assistant duties.  |
| <b>Qualifications</b>            | <p>A formal qualification is desired, but not essential.</p> <p>Certificate in School Based Education Support (highly regarded).</p> <p>Current First Aid and CPR</p> <p>Anaphylaxis and asthma management training</p> <p>Completion of school-provided medical support training</p> <p>Hold a QLD Working With Children Check (Blue Card)</p>  |
| <b>Accountability</b>            | Head of Junior School and Junior School First Aid Co-ordinator   |
| <b>Key Relationships</b>         | Executive Principal, Head of Junior School, Deputy Head of Junior School, Teaching and Learning Coordinators, Wellbeing Teachers, Years P-6 teachers, Teacher Assistants, administrators, students, parents and external agencies  |
| <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 follow medical care plans reliably</li> <li>• Strong communication and teamwork skills</li> <li>• Organised, reliable, and able to prioritise tasks</li> <li>• Attention to detail in following procedures and preparing resources</li> <li>• Understanding of duty of care, privacy, and student wellbeing</li> <li>• Basic digital skills (email, printing, recordkeeping systems)</li> <li>• Exhibit a love for children and a strong orientation towards people</li> <li>• Possess exceptional interpersonal and communication skills with the ability to build rapport and interact effectively at all levels of the school</li> <li>• Demonstrate the capability to adapt to changing situations and maintain composure in a dynamic environment</li> </ul>   |



## Key Responsibilities

Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed annually.

### General Responsibilities:

- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate 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.
- To attend Teacher Assistant meetings (as required).

### Medical Supervision and Support of Students

- Complete all required training in areas of medical support as provided by the school.
- Communicate regularly with primary caregivers, classroom teachers, the first aid officer, and other specialist support staff regarding the needs of the student/s under supervision.
- Follow each student's care plan accurately and consistently.
- Provide care and treatment to students in accordance with their individual care plans.
- Maintain detailed and accurate records of all care provided and any follow up actions required.

### Resource Construction Responsibilities (when not required for medical supervision)

- Complete tasks as requested by teachers for use in classroom. These will include but not limited to:
  - Laminating
  - Photocopying and printing
  - Collating and stapling
  - Search for worksheets or ideas of teaching aides from internet or archives.

### Teacher Assistance in Classroom (when not required for medical supervision)

- Assist teachers in preparing lesson plans and developing learning activities for students.
- Prepare materials required for the daily and weekly teaching program.
- Support teachers in creating and maintaining classroom environments that promote student learning and personal growth.
- Help maintain a clean, healthy, and organised classroom environment by completing routine cleaning tasks as required.
- Perform additional duties as directed.

## 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