TEACHER ASSISTANT – RELIEF (CASUAL)

2026

St Patrick's College, Launceston

Application Package

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

catholic.tas.edu.au

Overview

St Patrick's College is seeking to employ experienced Teaching Assistants committed to the ethos and practices of Catholic education and who possess a genuine desire to support the holistic development of young people in a Catholic secondary school setting to provide assistance with the learning, development and supervision of students across Years 7 - 12, with particular emphasis on students with additional needs.

Terms of Appointment

Terms and conditions of employment are in accordance with the Tasmanian Catholic Education Single Enterprise Agreement (2024).

Additional Position Information

Start Date:	2026
Status:	Relief (Casual)
Classification:	Teacher Assistant Level 2
Probation:	6 Month Probation Period
Location:	St Patrick's College, 282 Westbury Rd, Prospect Vale, Tasmania 7250
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2024

Application Submissions

Please ensure that you submit the following with your application:

- Completed Application Form
- An introductory cover letter stating why you wish to work at St Patrick's College and what you can bring to the role
- A current resume/CV
- Copy of your WWVP card
- Any other information you consider relevant or supportive of your application

Applications with required accompanying documentation should be submitted to:

Mail: Human Resources
St Patrick's College
PO Box 401
Prospect 7250
Email: hr@stpatricks.tas.edu.au

Interviews

The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.

Confidentiality

Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.

St Patrick's College
Application for Employment

Position Title: **Teacher Assistant – Relief (Casual)**

Family Name:	Title: Miss Mrs Ms Mr Dr
Given Name(s):	Preferred Name:
Postal Address:	
	Postcode:

Telephone Preferred Contact Number: Home / Work / Mobile (please circle)

Home:	Mobile:	Work:

Email Address:

Date of Birth:	Religion (optional):

Do you identify as Aboriginal and/or Torres Strait Islander? (Optional)

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

☐ Yes, both Aboriginal and Torres Strait Islander ☐ No ☐ Prefer not to say

Have you ever been convicted in a court of law for any offence, other than a traffic offence or an offence which you do not have to disclose by virtue of the provision of the Criminal Law (Rehabilitation of Offenders) Act 1986?	Yes / No
Are you an Australian Citizen or a permanent resident? If No: 1. Please provide place of residency: 2. Please provide Visa details:	Yes / No
Does the position you are applying for contain a teaching component? If Yes, please provide: 1. TRB Registration Number: 2. Expiry Date of Registration	Yes / No

Details of Working with Vulnerable People Registration

1. Registration Number:
2. Expiry Date:

Educational Qualifications - detail highest academic qualification awarded

Title:

Where obtained:	Year obtained:

Certified Copies of all academic qualifications held and academic transcripts must be attached.

Have you been employed with the CET? Yes / No

If yes, please provide the following:

1. School / College: From/To:
2. School / College: From/To:
3. School / College: From/To:

Referees

It is the College's practice to seek referee reports for top ranked candidate/s for a position and/or all applicants who may be short-listed for interview. Accordingly, please provide the names of at least two referees who are able to comment on your recent work experience and skills in relation to the Selection Criteria. These referees may be contacted after the holding of interviews.

Name:

Relationship to Applicant:

Phone Number:

Email Address:

Name:

Relationship to Applicant

Phone Number:

Email Address:

Please ensure that you submit the following with your application:

- An introductory cover letter stating why you wish to work at St Patrick's College and what you can bring to the role
- A current resume/CV
- Certified copies of qualifications
- Copy of your Working with Vulnerable People Registration
- Any other information you consider relevant or supportive of your application.

Applicant Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualifications, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal. I understand that prior to employment I must satisfy a Police Check and/or, Working with Vulnerable Persons Check and provide evidence of this to the College.

Applicant Signature:	Date:

Where did you first see this position advertised? (Please Circle)

St Patrick's College Website / Teachers on Net / SEEK / Catholic Education Office Website

Other (please provide details): _____

ROLE DESCRIPTION

Role title:	Teacher Assistant
Classification:	Teacher Assistant, Level 2
School/College:	St Patrick's College
Is responsible to:	Director Inclusive Learning
Key relationships:	Inclusive Learning Coordinators, Teacher Assistant Coordinator, Teachers, school/TCEO staff, students, parents, volunteers

ROLE ACCOUNTABILITY

The Teacher Assistant supports teachers in delivering educational and intervention programs to students with diverse abilities, backgrounds, and needs. The role involves working with individuals and groups to complete classwork, implementing targeted strategies, and responding to specific learning needs under the direction of teaching staff.

Within the role the Teacher Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The Teacher Assistant is responsible to the Director of Inclusive Learning but works with general direction and routine supervision of the Teacher Assistant Coordinator.

CET REQUIREMENTS

Support the mission of the Catholic Church
Support the Catholic Education Tasmania (CET) Vision and Mission Statement
Support the Vision and Mission statement of the individual school
Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life.

As an employee in Catholic Education Tasmania,

You must uphold Catholic belief and practice in all the Employer's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

KEY RESULT AREAS

Supporting Effective Learning Outcomes for Students

- Provide assistance to teachers in delivering educational programs.
- Assist students with classwork as directed by teachers, working with individuals or groups in specific learning areas while maintaining professional boundaries.
- At the direction of teaching staff, support student learning through individualised approaches and targeted intervention strategies where discretion and judgement are required.
- Assist teaching staff in identifying student learning needs and in monitoring and evaluating progress.
- Support student participation and learning across a wide range of physical and intellectual abilities, as well as diverse linguistic, cultural, religious, and socioeconomic backgrounds.
- Support students with English as a Second Language (ESL) or diverse language backgrounds to participate in learning activities and access the curriculum.
- Contribute to the preparation, organisation, and distribution of learning materials.
- Support students in the use of specialised technology where required.

- At the direction of teaching staff, support students with challenging behaviours in accordance with organisational policy and guidelines.
- Assist students with school routines including timetables, lockers, homework, and student code of behaviour.
- Assist students with the safe, responsible and ethical use of information communication technology (ICT).
- Assist students on excursions and special events as required.
- Provide essential physical, social and emotional care for students, some with special needs, and specific personal care where necessary.
- Supervise students in study groups or small group activity settings (conditions apply).
- Undertake yard duty (conditions apply).

Student Support Services (1:1 Support and Care)

- Provide respectful, caring and supportive assistance to students with complex physical, intellectual and medical needs.
- Deliver intensive 1:1 support to maintain student health, safety, engagement and participation in learning and co-curricular programs.
- Apply individualised strategies in line with students' Individual Learning Plan (ILP), allied health advice and parent input.
- Assist with personal care, which could include toileting, dressing, hygiene, meal management and medication administration.
- Undertake manual handling and positioning, including the use of specialised equipment such as hoists, slings, overhead tracking, height-adjustable change tables and commodes.
- Support students before school, during school hours and at recess/lunch as required.
- Work collaboratively with the Director of Inclusive Learning, Inclusive Learning Coordinators, the Teacher Assistant team, allied health professionals, and parents to support student learning and wellbeing.

Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend meetings, as required, that are convened by teachers or the school.
- Respect and protect the privacy and confidentiality of staff, students, and families.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles, recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

Resources and organisation

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
    - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace,
    - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people in accordance with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Committed to supporting student outcomes through a service orientation.
- Able to relate to students with varying needs.
- Able to interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Able to establish and maintain collaborative working relationships.
- Able to apply literacy, numeracy and reasoning skills to effectively undertake the role.
- Able to perform effectively in environments with competing demands.
- Able to exercise judgment and discretion in undertaking duties.
- Able to use initiative to resolve problems and conflicts in a constructive manner.
- Flexible and dependable.
- Committed to professional integrity.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Registration to Work with Vulnerable People (RWVP)
- Current and satisfactory National Police Criminal History Check (NPCHC).
- Accreditation A: Accreditation to work in a Catholic School (or willingness to work towards)
- Current first aid qualification (or a willingness to work towards)

Desirable

- Certificate III in Education and Care or Cert III in Disability or working towards
- Current First Aid Certificate (or willingness to work towards)
- Protective Handling Practices training
- Manual Handling training

EXPERIENCE

Desirable

- Experience working in the education sector
- Experience providing 1:1 support and personal care to students (including assistance with meals, toileting, mobility, and other individual needs)
- Experience supporting students with English as a Second Language (ESL) or other language/dialect backgrounds.

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

Teacher Assistants primarily work indoors in classrooms, libraries, and other school buildings, with occasional responsibilities outdoors, including yard duty, field trips, and camps. The role requires staff to engage and participate in a range of physical activities, including frequent sitting, walking, and fine motor tasks, as well as occasional standing, kneeling, squatting, lifting, carrying, pushing, pulling, and reaching. With appropriate training and support, a Teacher Assistant is expected to use a variety of teaching aids, specialised equipment, and resources, and may be required to perform protective handling and manual handling techniques. This role requires substantial physical capability, including the ability to lift and carry objects, bend, reach, and maintain posture for extended periods.

FINAL CHECKLIST FOR APPLICANTS

Before sending in your application, use this checklist to ensure you have completed all important details. In particular, check that you have:

- Read the Role Description, which contains the Key Result Areas (KRA's)
- Fully completed, signed and dated your Application for Employment form
- An introductory cover letter stating why you wish to work at St Patrick's College and what you can bring to the role
- Copy of your WWVP card
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.

Additional information, i.e. transcripts, certificates etc, may be required by the selection panel if called to interview.

If you have any further queries regarding your application, please do not hesitate to contact human resources at or hr@stpatricks.tas.edu.au or 6341 9988.