

**Teacher Aide  
Temporary Part-time  
19 hours per week  
Job Duration: ASAP to 7 December 2018**

The successful applicant will be chosen through a merit selection process.

This is a temporary part-time position for 19 hours per week. An Accumulated Days Off (ADO) arrangement applies to this position which requires extra hours to be accumulated during the school term to allow for time off during school vacation times.

The Teacher Aide (Generic) role description provides comprehensive information regarding this role.

**How you will be assessed:**

Within the context of the role, the ideal applicant will be someone who has the following key capabilities:

**1. Supports strategic direction**

Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.

**2. Achieves results**

Willingness to undertake specific training to enhance student support as necessary.

**3. Supports productive working relationships**

Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.

**4. Displays personal drive and integrity**

Knowledge, skills and ability to work as a teacher aide in a responsible way.

**5. Communicates with influence**

Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.

Applicants are required to submit a brief resume; contact details for 2 referees (one of whom should be someone with current knowledge of your skills and abilities); and a maximum 2 page written response outlining your suitability for the role. It is essential you address the 5 key capabilities under "How you will be assessed" in the role description.

The successful applicant will have to obtain a Working with Children Check (Suitability Card – Blue Card) at own expense.

Please send your applications to:

Business Services Manager  
Cleveland Education and Training Centre  
Old Common Road  
Belgian Gardens Q 4810

Email: [admin@clevelandneu.eq.edu.au](mailto:admin@clevelandneu.eq.edu.au)

**Closing date for applications: Friday August 4, 2017 4PM**