



Diocese of Lismore

McAuley Catholic College GRAFTON

Applications are invited from suitably qualified personnel for:

PART TIME / TEMPORARY TAS ASSISTANT **0.4FTE or (approx. 10 hours per week)** **Term 3 and 4 2018**

Applicants must be able to demonstrate the following:

- experience in working collaboratively with teaching staff in a classroom environment;
- working as part of the TAS Department in the subjects of Hospitality, Food Technology and Textiles would be beneficial.

Key tasks of the TAS Assistant (but not limited to) are to:

- Assist the TAS Coordinator and/or classroom teacher in the preparation of teaching/resource material e.g. Foodstuffs, fabric, photocopying, etc.
- Operate audio-visual aids, computers and other teaching equipment
- Monitor and check all equipment for maintenance.
- Monitor and order stock as required by TAS Coordinator
- Give help and suggestions to TAS Coordinator regarding budget requirements
- Adhere to WHS requirements and responsibilities and practice safe and hygienic methods at all times.
- Constantly keep all work areas clean, tidy and in order.
- Sign off all relevant paper work as outlined by TAS Coordinator
- Assist teacher in classrooms as required and at the teacher's instruction.
- Attend any workshops, training or in-servicing as encouraged or outlined by TAS Coordinator.

It is expected that the successful applicant will have a knowledge of and commitment to the Catholic ethos and mission of the parish school.

Please send a complete resume including details of at least three (3) referees, one of whom is the Parish Priest from your usual place of worship to:

Mark O'Farrell Principal McAuley Catholic College Grafton
Enquiries to 66 43 1434

Via email to ktoovey@lism.catholic.edu.au

Applications close Friday 4.00pm June 22, 2018

Child Protection Legislation requires preferred applicants to be subject to employment screening

An Equal Opportunity Employer