‘...to challenge the individual to achieve...’

NON TEACHING POSITION

General Information

A.B. Paterson College is an exciting school in which to work. In accordance with our Vision and Mission statement, A.B. Paterson College is creating an environment that challenges students academically, in co-curricular activities and in personal development to achieve and to act with purpose and character. Students are encouraged to play a positive and active role in their community and to celebrate the best of their Australian heritage while maintaining an international world view.

We have a whole of school - Prep to Year 12 - pedagogical approach and clear College goals to which all staff and Faculty areas are committed. There is a very strong collegial atmosphere among staff and great opportunity for professional challenge and satisfaction.

The College has high expectations of its students in behaviour, personal presentation, and involvement in College activities. All students are expected to achieve their personal best in academic and co-curricular endeavours and in terms of personal and social development. We work with the students to support them in developing a positive attitude, inspirational goals, a strong work ethic, self-confidence and ethical behaviour.

All staff are role models for students and, as such, all staff of the College are expected to set a good example in terms of integrity, professional dress, general demeanour, and a commitment to life-long learning.

Parents are partners with the College in their child’s education and enjoy good communication with staff.

A.B. Paterson College is an equal opportunity employer. The College campus is a smoke free environment for all staff and students.

Specific Responsibilities

The College operates as a P-12 school. Within that structure there are two Schools. The Junior School is Prep to Year 6 and the Senior School is Years 7 to 12. This division is for the pastoral
welfare of the students and not for other areas such as curriculum and academic structures.

Under the direction of the College leadership team all staff are expected to:

- Actively support and enhance the College’s reputation through commitment to the College Vision, Mission Statement, philosophy and goals.
- Contribute through the staff member’s role to the creation of a learning environment where each student is challenged to achieve and to act with purpose and character.
- Take responsible care of the College’s facilities and resources.

**Conditions of Employment**

All staff are expected to promote the education and welfare of students at all times. This role is to be performed in accordance with the provisions of the College Workplace Agreement, the Staff Handbook and Policies Manual as these are updated from time to time. The College fully complies with all federal and state statutory requirements.

All non-teaching positions are initially for a probationary period of six (6) months. Subject to a satisfactory review, the employee will be offered a full time position, providing the initial appointment was not a fixed term contract, or a casual position.

**College Pay and Other Benefits**

The College recognises the significant contribution that the staff make, and has developed a salary package through the College Workplace Agreement, and Board Policy, that offers many additional benefits to the staff.

As an institution the College ensures that all staff are paid a salary that is equal to industry standards. The following benefits are available to staff at the College.

- 25% fee reduction for all permanent full-time staff members’ children who attend the College in Years Prep – 12, or a pro-rata reduction for permanent term time employees.
- An insurance scheme for income protection for permanent staff working 20 hours or more per week (applicable after 12 months full time, permanent, continuous employment), funded by the College.
- An insurance scheme to cover staff against negligence claims, also funded by the College.
- Long Service Leave entitlement after 7 years.
- Entitlement to the financial benefits of Long Service, upon resignation, after 7 years.
- Superannuation at 10% for permanent staff, increasing to 12.75% with some employee contribution.
• Ex-gratia payment for co-curricular activities to recognise staff commitment.
• First Aid Certification and coaching accreditation funded by the College.

Qualifications

• Non-teaching staff must demonstrate that they hold a Blue Card or are eligible to hold a Blue Card as required by the Commission for Children and Young People and Child Guardian
• Applicants must include full details of qualifications, work experience, and any additional professional development to support their application.

In employing staff the College is seeking staff who demonstrate the following attributes:

• Commitment to best practice in the role
• Initiative
• Commitment to accuracy and attention to detail
• Good organisation and time management skills
• The ability to perform effectively as a member of a team
• Enthusiasm for their chosen work
• A genuine commitment to young people and their development
• Professional personal presentation
• A personal desire to achieve excellence professionally

General Duties

• Undertake effective supervisory duties in accordance with published rosters.
• Participate actively in appropriate meetings with colleagues and other relevant groups.
• Participate in the Staff Professional Development Review Programme to gain further skills and enhance personal professional development.
• Perform any reasonable task required by the College leadership team.
• Comply with all College policy requirements including Workplace Health and Safety, Child Protection, the Privacy Act and others as noted in the College’s Policies Manual.