



**TIWI EDUCATION BOARD**

**TIWI COLLEGE**

**Job Description Handbook 2016**

# Principal

## DUTY STATEMENT

### Introduction

All people who work for the Tiwi Education Board are expected to have a clear understanding of, and unqualified commitment to, the Board's vision and mission. They are expected, both in the work place and in other areas of life, to act in ways that are consistent with that required commitment.

### General Expectations

Work in the College involves serving and supporting those people for whom the Board exists, namely students and their parents. Each employee is expected to work as a supportive member of a team pursuing this core function. Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The Board expects its employees to abide by the College Code of Conduct.

### The Primary Role

- The Principal is ex-officio a (non-voting) member of the Board, advises the Board on matters pertaining to the College and is responsible for implementing the Board's policies and objectives within the College.
- Oversee operations of the Academic School, Family Group Home environment, Hospitality precinct and Community Services
- In partnership with the Board, to actively & strategically shape the College's educational and community planning in the short and medium term.

### Key areas of responsibility

The Principal is accountable to the Board through the Advisory to the TEB, reports to the Board and is required to:

- Provide educational leadership resulting in programs consistent with the Board's Vision and Mission
- Oversee curriculum development that addresses the needs and aspirations of students
- Develop and maintain a strong and effective partnership between parents and staff for the benefit of students' learning
- Oversee and ensure effective staff development, appraisal and support
- Together with the Business Manager supervise the financial operations of the College
- Report to the Board, at each meeting.
- Represent, project and promote the college within the Tiwi Islands
- Maintain and strengthen strategic partnerships for the benefit of the growth of the College

# Principal

## DUTY STATEMENT (cont.)

### Responsibilities and duties

In meeting these key responsibilities the Principal is specifically required to do the following with respect to:

#### Board

- Advise the Board in relation to courses in the college and the requirements of those courses in terms of educational materials and teaching staff
- Participate in the development of a strategic and business plan for the effective operation of the college
- Contribute to and implement Board policies
- Advise the board in relation to staff requirements and utilization of staff, as necessary or required
- Provide information and report as required to the Board

#### Educational management

- Oversee curriculum development and planning for the college, meeting students' needs and government requirements
- Oversee the quality of curriculum and its implementation

#### Staff

- Together with the Secretary to TEB, be involved in employment of staff and deploy staff to adequately meet teaching, administration and maintenance needs within the resource constraints of the college as determined by the Board
- Ensure that staff act as a cohesive team committed to the educational goals of the TEB
- Ensure adequate induction and on-going support & appraisal for staff

#### Financial management (with the Secretary TEB and Business Manager)

- Liaise with the Business Manager to supervise the financial operations of the college
- In consultation with the Business Manager develop the annual budget in the context of the strategic and business plans of the College and Board
- Provide information as required to the Board and governments
- Oversee Abstudy & other student payment procedure and collection data

#### The wider community

- Maximize opportunities to access government programs and resources
- Liaise with relevant education and other organizations.
- Liaise with and promote the work of the College with business, non-government organizations and other interested parties
- Promote the college both within and outside the college community at every opportunity

# Principal

## DUTY STATEMENT (cont.)

### **Communication**

- Communicate with all staff, parents and students with the aim of promoting teamwork, transparency, cohesion and harmony within the college
- Ensure regular college meetings and liaison with staff.

### **General**

- Any other duties as requested from the Board or Secretary to TEB from time to time.

# Assistant Principal – Student Well Being

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### The Primary Role

To oversee operations of the Academic School and provide support to the Principal as required.

### Key Areas of Responsibility

#### ***Student Management & Engagement***

- In conjunction with Family Group Home parents, teaching staff, the Principal, parents and other stake holders maintain and develop expectations of student conduct
- Be an integral link in the lines of student management for all staff
- Keep an up to date record of student attendance, wellbeing and behavioural incidents
- Liaise with and coordinate input from other agencies relevant to students in the programme for example the Smith Family and CSIRO
- Oversee initiatives for student engagement, for example the Traffic Light System and student incentive trips
- Ensure school excursions are conducted as outlined according to college expectations, guidelines and policy documents

#### ***Administration***

- Solicit, record and manage information on all students in order to meet requirements of legitimate stakeholders, service providers and funding agencies.
- Coordinate the logistics of student travel and ensure correct data is maintained on a weekly basis
- Oversee the maintenance and transference of correct data into SAMS.
- Oversee, coordinate and review the Tiwi College WH&S policy and procedures
- In consultation with relevant key staff, oversee and coordinate the First Aid & White Box protocols and audits
- Oversee and coordinate the collection and audit of laptops at the end of the year.

## **Assistant Principal – Student Well Being**

### **DUTY STATEMENT ( cont. )**

#### ***Communication***

- Ensure effective communication, regarding students across all areas of the college, with parents and the communities involved.
- Ensure regular and effective liaison between teachers assistant teachers, Family Group Home Parents and others who work with students
- Liaise between all staff and Principal with particular attention to the dissemination of information regarding the Academic School's operation.
- Carry out any other duties as may be required by the Principal or Secretary TEB from time to time.

# Assistant Principal - Academic

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### The Primary Role

To oversee curriculum operations and the professional standards of the Academic School and provide support to the Principal as required.

### Key Areas of Responsibility

#### **Curriculum**

- Coordinate the timetables and curriculum planning practices of staff members
- Oversee curriculum mapping; student pathways and the reporting of curriculum initiatives
- Oversee the implementation of improved teaching and learning practices of staff members
- Oversee the testing and data collation regime for Literacy & Numeracy; in collaboration with the Intervention Coordinator
- Oversee and coordinate Team Planning and School Improvement Planning in conjunction with the Academic Staff
- Meet with staff as part of Professional Development and AITSL teaching standards planning
- Oversee and implement a Staff Peer Coaching / Mentoring program for improved student outcomes
- Provide training during relevant Professional Development activities
- Liaise with and coordinate input from other agencies relevant to students in the programme for example the Smith Family and CSIRO

#### **Specific Learning Programs and Plans**

- Oversee the development of particular learning programs using ICT software such as QuickSmart, to improve literacy & numeracy levels of students who are low achievers.
- Oversee the implementation of PAT testing and data collection
- Oversee the Tiwi College Reading Program
- Develop the system of data collection, collation and analysis in key performance areas
- Collate all SWD data for Census and learning programs for students

# Assistant Principal - Academic

## DUTY STATEMENT (cont.)

### ***Administration***

- Oversee the development of Personal Learning Plans for Tiwi College students
- Develop the system of data collection, collation and analysis in key performance areas
- Oversee the Coaching & Professional Development of academic staff members
  
- Carry out any other duties as may be required by the Principal or Secretary TEB from time to time.



# Family Group Home Co-ordinator & Counsellour

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### **Primary Role**

Manage the day to day operation of family group homes including overall care of students, care and support for house parents, ensure effective communication is maintained with staff and students, oversee financial management, facilitation of FGH maintenance, management of afterschool programs and the development of a culture in line with the College Mission Statement.

### **Key Areas of Responsibility**

#### ***Student Well Being***

- Assist house parents to maintain and develop relationship - based care of students
- Oversee implementation of the child safety and protection policy
- Ensure regular involvement of students in College activities.
- In conjunction with house parents, maintain and develop expectations of student conduct out of school hours
- Maintain an up to date record of incidents occurring whilst under the care of FGH parents.
- Manage required information on all boarding students in order to meet the requirements of College Executive.
- In consultation with relevant people develop and articulate policies and procedures for the harmonious operation of the program.

#### ***House Parent Management and Development***

- In consultation with the Principal, arrange for the recruitment, selection, induction, performance appraisal and training and professional development of all houseparents, relief staff and tutors in accordance with Tiwi Education Board guidelines.
- Ensure staff maintain adequate "down – time" and if required, the provision of relief time for house parents.

# Family Group Home Co-ordinator & Counsellour

## DUTY STATEMENT (cont)

### ***Communication***

- Communicate regularly in person with house parents both individually and as a group as well as other suitable means
- Ensure that communication occurs with and between students, house parents, other staff, student families and communities
- Ensure liaison between teachers and others who work with students
- Coordinate tutorial and cross-house recreational programs

### ***Administration***

- In consultation with the FGH Support Officer, oversee the maintenance of proper records and budget control
  - Oversee that each house has an approved budget that is effectively managed by overseeing accurate, up-to-date records and keeping expenditure within budget
  - With the required approvals, arrange allocation and maintenance of appropriate accommodation buildings and major furnishings, vehicles and equipment as budgeted.
- 
- Undertake representational activities as directed by the Principal and/or his delegate
  - Perform other duties as required by the Principal or his delegate.

# Family Group Home - Daily Operations

## DUTY STATEMENT

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### **Primary Role**

Manage the day to day operation of family group homes including overall care of students, care and support for house parents, ensure effective communication is maintained with staff and students and ensure duty of care is maintained for afterschool programs.

### **Key Areas of Responsibility**

#### ***Student Well Being***

- In conjunction with house parents, maintain and develop expectations of student conduct out of school hours
- Manage required information on all boarding students in order to meet the requirements of College Executive.

#### ***Communication***

- Communicate regularly with house parents both individually and as a group as well as other suitable means
- Ensure that communication occurs with and between students, house parents, other staff, student families and communities
- Ensure liaison between teachers and others who work with students
- Coordinate tutorial and cross-house recreational programs

#### ***Administration***

- Chair FGH meetings and in consultation with the FGH Coordinator, set the agenda for each meetings
- Ensure minutes and outcomes from FGH meetings are dispersed and followed
- Undertake representational activities as directed by the Principal and/or his delegate
- Perform other duties as required by the Principal or his delegate.

# Operations Manager

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### The Primary Role

- Provide constructions services, major maintenance works, oversight and general property management for the college.
- Maintain Essential Services for the College

### Specific Responsibilities

- Meet with Principal on a weekly basis to prioritise and coordinate work
- Maintain security to all buildings, grounds and equipment of Tiwi College
- In consultation with the Principal, oversee the work of contract workers used by the college
- Ensure that essential services are maintained and that regular maintenance services of all installations are carried out.
- Provide major maintenance and repair work to all buildings and facilities at the College
- Oversee maintenance to grounds, including irrigation systems
- Carry out specific inspections of all buildings at the college
- Ensure an adequate stock of frequently required maintenance items
- Supervise, mentor and manage trainee staff / students in all facets of grounds, buildings and equipment maintenance
- Drive college vehicles as directed by the Principal or delegate
- Perform other duties as required and directed by the Principal

## **Basic Maintenance Schedule**

To be followed and managed in conjunction with the janitor and out-sourced specialists

### Daily

- Check for maintenance and WH&S e-mails
- Check Bore pumps, chlorinator and tank levels
- Visual check of sewerage system
- Regulate any irrigation
- Maintenance tasks
- Liaise with Mechanic regarding generator maintenance
- Toolbox meeting with mechanic & farm manager about daily tasks

### Weekly

- Meet with Principal & prioritise tasks
- Assist with Barge run – Wednesday morning
- Mow areas of grounds needing attention
- Student tuition – Work Experience program
- Oversee the distribution of maintenance equipment for staff use

### Fortnightly

- Check sewerage plant
- Slashing of Avenue of Honour
- Irrigation of oval
- Irrigation of AVENUE of HONOUR
- White ant trap inspections
- Fly screen audit and repairs
- Maintenance shed clean-up

### Monthly

- Basic Checks of Buildings
  - Paintwork
  - Graffiti
  - Breakages
  - Air-Conditioners – filters
- Bore testing
- Maintenance of small machinery – ie brush cutters, lawn mowers etc
- Maintenance of Avenue of Honour

### Half Yearly

- Qualified electrician:
  - Electrical systems in buildings
  - Smoke alarm audit and repairs
- Maintenance Shed Audit
- Sewerage system
  - remove submersible pump, hose down/ replace
- Bitumen road maintenance
- Fire prevention & extinguishers audit

Annual

Bush Holidays:        Painting

September:            Electrical equipment audit  
                              Air Conditioners audit  
                              Sewerage system service by qualified tradesman  
                              Termite spray all areas that have been drilled and capped

5-7 years

- Painting of major buildings during holidays

# Tiwi Girls Academy Coordinator

## RESPONSIBILITIES AND DUTIES

### Introduction

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### Primary Role

The Tiwi Girls Academy Coordinator work with the Tiwi Academy Assistant and is responsible for all extra-curricular programs offered by the college for girls. The coordinator has an integral role in maintaining excellent attendance and retention rates for the girls of Tiwi College.

### Specific Duties

#### College

- Assist in the weekly pick-ups and dropping off of students
- Participate in attendance initiatives and their evaluation
- Oversee the daily operations of the Growing Young Women's room
- Teach Physical Education classes when required
- Assist as a tutor in the Tiwi College reading program
- Coordinate and oversee the weekly after-school training sessions
- Attend homework session and assist when and where required
- Provide weekly communication to all staff about the day to day operations of the programme
- Supervise, mentor and manage trainee staff / students in all facets of the Girls Academy program
- In coordination with the Assistant Principal – Well Being, manage and coordinate the Girls Academy budget and allocate funds accordingly
- Coordinate all aspects of the Incentive Trips provided by the program.
- Liaise with the Assistant Principal – Well Being, and oversee the staffing of the Incentive Trips
- Perform other duties as required and directed by the Principal or Assistant Principals

#### Stake Holders

- Liaise with relevant staff and regarding any programme delivery initiated by the Smith Family.
- Liaise with AFLNT regarding the development of football training sessions and participation in AFL Carnivals
- Liaise with the Tiwi Community regarding Girls Academy operations and provide strategies for the clear communication of the incentives of the program

# Tiwi Boys Academy Coordinator

## RESPONSIBILITIES AND DUTIES

### Introduction

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### Primary Role

The Tiwi Boys Academy Coordinator work with the Tiwi Academy Assistant & is responsible for all extra-curricular programs offered by the college for boys. The coordinator has an integral role in maintaining excellent attendance and retention rates for the boys of Tiwi College.

### Specific Duties

#### College

- Assist in the weekly pick-ups and dropping off of students
- Participate in attendance initiatives and their evaluation
- Oversee the daily operations of the AFL room
- Coordinate and oversee the weekly after-school training sessions
- Provide weekly communication to all staff about the day to day operations of the programme
- Supervise, mentor and manage trainee staff / students in all facets of the Boys Academy program
- In coordination with the Assistant Principal – Well Being, manage and coordinate the Boys Academy budget and allocate funds accordingly
- Coordinate all aspects of the Incentive Trips provided by the program.
- Liaise with the Assistant Principal – Well Being, and oversee the staffing of the Incentive Trips
- Perform other duties as required and directed by the Principal or Assistant Principals

#### Stake Holders

- Liaise with AFLNT regarding the development of football training sessions and participation in AFL Carnivals
- Liaise with the Tiwi Community regarding Boys Academy operations and provide strategies for the clear communication of the incentives of the program



# Hospitality Manager & Art teacher

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### The Primary Role

Oversee the operations and maintenance of the Hospitality precinct. Assist the Family Group Home Coordinator in the administration of the orders and purchasing of weekly food and equipment as needed.

### Key Areas of Responsibility

#### HOSPITALITY

- In consultation with the Principal – oversee the work brief of the Cleaner in the Hospitality area
- Allocating visitor accommodation and ensuring visitor accommodation is maintained in a clean and tidy state.
- Secure and maintain suitable accommodation upon demand
- Undertake cleaning of visitor accommodation when required
- Maintain accurate stocktaking records for all areas of hospitality
- Preparing occasional meals such as for visitors and Tiwi Education Board meetings.

#### STAFF ACCOMMODATION

- With the required approvals, arrange allocation and maintenance of appropriate furnishings for accommodation buildings as per budget
- Develop and maintain accurate records of guests and volunteers accommodation. For example entry/exit forms.

#### OTHER DUTIES

- Teach Art as time tabled by the Assistant Principal – Academic
- Oversee art projects for the school in consultation with the Principal / Assistant Principals
- Perform other duties as required by the Principal / Secretary TEB or delegate.

# Mechanic & Fleet Manager

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### The Primary Role

- Provide maintenance, oversight and management of all college vehicles.

### Specific Responsibilities

- Meet with Principal on a weekly basis to prioritise and communicate work briefs
- Provide general maintenance and repair work to all college vehicles
- Ensure cleanliness and care of vehicles via inspections
- Ensure an adequate stock of frequently required maintenance items
- Ensure forms for the purchase of new equipment is filled out and passed to the Office Manager
- Drive the school bus as directed by the Principal
- Perform other duties as required and directed by the Principal.

### Basic Duty Roster

#### Daily

- Check and maintain generator usage and efficiency
- Maintenance tasks of specific vehicles

#### Weekly

- Meet with Principal
- Check the state of vehicles
- Assist with Barge run – Thursday morning

#### Monthly

- Begin maintenance schedule for fleet

#### Yearly

- Oversee registration and roadworthy checks for fleet

# Office Manager

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### The Primary Role

Oversee the operations and maintenance of the Front Office. Meet and greet visitors and act as our host for guests.

### Key areas of responsibility

#### Reception

- Answer incoming telephone calls, transfer to relevant staff member or take messages as required.
- Oversee flight administration on behalf of the college. Meet and greet visitors and external workers at airport.
- Manage the student enrolment and information using SAMS and College procedures.
- Greet and attend all visitors to the school and where a query or matter is not directly related to your own duties, direct the person to the relevant staff member
- Attend to the needs of students as directed by the Principal.
- Open school mail and e-mail and pass on to relevant people in the school in accordance with the criteria determined by the principal.
- Maintain fuel and vehicle use data and e-mail to Darwin office each month.
- Collate staff leave register and e-mail to Darwin each fortnight.

#### Administration

- Assist families and community members with enrolment procedures.
- Maintain student records using SAMS data base
- Distribute class lists at the beginning of the week and collate at the end of the week
- Assist Principal in collection and collation of data and preparation of statistical reports.
- Order uniforms, office equipment and stationery as required.
- Carry out any other duties as may be required by the Principal or Assistant Principal from time to time.
- Assist with the communication of barge delivery.
- Receive and distribute RFO's & Invoices to the Darwin TEB office

# Office Manager

## DUTY STATEMENT (cont.)

### Administration (cont.)

- In consultation with the Principal, e-mail staff leave data to the Darwin TEB office
- In consultation with the Principal, collate and send Abstudy & ATO related data to relevant stakeholders
- Once relevant permission and data has been received, prepare TLC permits for visitors

# Family Group Homes Support Officer

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### **Primary Role**

Manage the day to day orders to assist in providing the resources required for the smooth operation of family group homes.

### **Key Areas of Responsibility**

#### ***Administration***

- In consultation with the FGH Coordinator & FGH Parents; manage the administration of all FGH food purchases & budgets.
- Liaise with the Business Manager of the TEB in regards to budget allocations and purchases.
- Liaise with the Logistics and Finance Officer TEB regarding weekly purchases and associated logistics
- With the required approvals, arrange allocation and maintenance of appropriate major furnishings, and equipment as budgeted.
- Assist with FGH Parenting duties when requested by Principal

Perform other duties as required by the Principal or his delegate.

# Family Group Home Parent

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### Primary Role

Manage the day operation of the house including care of students, provision of meals, establishing routines, upkeep of the house and liaison with parents and communities, teachers and other staff, in a manner that is consistent with the highest values.

### Keys Areas of Responsibility

- Provide constant supervision and care for all boarding students allocated to your home
- Maintain a positive and caring environment in your family group home and encourage students' growth in a holistic manner
- Ensure that students are adequately prepared for school and attend each day and on time.
- Assist in the management of homework tutorials
- Assist in the coordination and facilitation of recreation and life-skills programs
- Ensure that all meals are prepared and that students have appropriate diet
- Access medical and dental care as required & provide basic first aid
- In accordance with the College framework, develop ground rules and a student Code of Conduct
- Establish household routines that will encourage a culture of personal responsibility in home management skills
- Maintain regular liaison with teachers, tutors and other people who work with students
- Manage household finances within the allocated budget and keep proper records as directed
- Purchase all food and materials as required within the budget.
- Ensure that all college and program property is properly maintained
- Ensure that all maintenance matters are promptly and appropriately referred
- Liaise with the Family Group Homes Coordinator as required, including participation in all coordination meetings and all professional development sessions.
- Carry out any other duties as may be required by the FGH Coordinator or Principal/Principal's delegate from time to time.

# Classroom Teacher

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### Primary Role

The classroom teacher is the primary resource for the education and well-being of students. The teacher is expected to be a role model for students. Each teacher is expected to oversee the curriculum planning, implementation of learning programs and the provision of primary well-being of students in their care.

### Keys Areas of Responsibility

- Undertake curriculum development and planning of programs with appropriate scope and sequence to meet students' needs and government requirements
- Willingness to work within the Northern Territory Curriculum Framework / Australian Curriculum & Assessment
- Implement specific literacy and numeracy programs adopted by the college
- Prompt assimilation of student reports in the format required by the college, at the specified times
- Work collaboratively and flexibly with other teachers, administrative staff and support staff
- Develop class code of conduct reflecting the mission and culture of Tiwi College
- Provide initial behaviour management embracing "Calmer Classrooms" and "Restorative Practice" approaches.
- Maintain regular communication with House Parents and, as necessary, Parents/Guardians regarding student academic development and behaviour
- Attend professional development activities and programs as directed by the Assistant Principal - Academic, both during the term and during stand-down
- Participate in review procedures for educational programs as required
- Participate in staff appraisal processes involving both formative and summative appraisal
- Maintain a clean and safe classroom environment
- Participate in the planning of or direct supervision of weekly homework sessions
- Any other duties as determined from time to time by the Principal and Board.

# Assistant Teacher

## DUTY STATEMENT

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### General Expectations

Work in the College involves serving and supporting those people for whom the Board exists, namely students and their parents. Each employee is expected to work as a supportive member of a team pursuing this core function. Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The Board expects its employees to abide by the College Code of Conduct.

### Primary Role

The classroom teacher is the primary resource for the education and well-being of students. The teacher is expected to be a role model for students. Each teacher is expected to oversee the curriculum planning, implementation of learning programs and the provision of primary well-being of students in their care.

### Specific Duties

- Assist the classroom teacher with the planning of programs with appropriate scope and sequence to meet students' needs and government requirements
- Assist with the implementation of specific literacy and numeracy programs adopted by the college
- Work with the classroom teacher to oversee any behavioural issues and be prepared to initiate appropriate action
- Work collaboratively and flexibly with other teachers, administrative staff and support staff
- Help maintain regular communication with House Parents and as necessary, Parents/Guardians regarding student academic development and behaviour
- Attend professional development activities and programs as directed by the Principal, both during the term and during stand-down
- Participate in review procedures for educational programs as required
- Help maintain a clean and safe classroom environment
- Any other duties as determined from time to time by the Principal and TEB.



# Intervention Support & Multi-Media Officer

## DUTY STATEMENT

### Introduction

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### Direct Supervisor:

Assistant Principal - Academic

### The Primary Role

To oversee the continued implementation of Quicksmart sessions and student testing as requested by the Intervention Coordinator

### Key Areas of Responsibility

#### ***Quicksmart***

- Facilitate Quicksmart sessions
- Participate in Quicksmart PD
- Train other staff where necessary
- Administration and testing of the program as required

#### ***Reading Program***

- Coordinate a reading group
- Complete student testing when requested
- Train other staff if requested

#### ***Academic Testing***

- Undertake testing as requested by the Assistant Principal- Academic. This will include:
  - PMBenchmark
  - Acer Pat Tests

# Intervention Support & Multi-Media Officer

## DUTY STATEMENT (cont.)

### **ICT**

- In timetabled allotments –be available to staff for the minor trouble shooting of ICT problems
- Liaise with our outsourced ICT personnel regarding job lists
- Liaise with visiting ICT personnel on-site regarding set tasks
- Oversee the use and updating of school iPads

### **Multi-Media**

- Oversee the collaboration and presentation of newsletters each term
  - Oversee the collaboration and presentation of weekly awards, Including the Positive Behaviour Incentives
  - Conduct PD regarding Multi Media initiatives in consultation with the Assistant Principal – Academic and the FGH Coordinator
  - In consultation with the Assistant Principal – Academic, develop Multi- Media projects with classes
- 
- Carry out any other duties as may be required by the Principal or his delegate from time to time.

# Intervention Support Officer – Male (Part time)

## DUTY STATEMENT

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### General Expectations

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### Direct Supervisor:

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### The Primary Role

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### Key Areas of Responsibility

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#### ***Reading Program***

- Coordinate a reading group
- Complete student testing when requested
- Train other staff if requested

#### ***Academic Testing***

- Undertake testing as requested by the Assistant Principal- Academic. This will include:
  - PMBenchmark
  - Acer Pat Tests
  
- Carry out any other duties as may be required by the Principal or his delegate from time to time.

# Groundsman

## DUTY STATEMENT

### Introduction

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### The Primary Role

- Provide maintenance, oversight and management of all college grounds.
- Provide guidance and maintenance of the HaydenWay Garden.

### Specific Responsibilities

- Manage and maintain the college grounds
- Increase and improve the grassed areas of the college
- Manage and maintain irrigation systems, working with the Maintenance Manager
- Ensure cleanliness of college grounds
- Maintain and manage the garbage collection for the college community
- Coordinate the planning and progression of crops for the HaydenWay Garden
- Maintenance of HaydenWay Garden

### Basic Duty Roster

#### Daily

- HaydenWay garden tasks
- Ground maintenance
- Rubbish collection

#### Weekly

- Check irrigation of the school
- Maintain grounds. Mowing, slashing, removal of rubbish
- Irrigation of grounds
- Irrigation of AVENUE of HONOUR
- Mow areas of the college needing attention

#### Monthly

- Slashing of Airstrip vegetation
- Maintenance of Avenue of Honour

# Janitor

## DUTY STATEMENT

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### General Expectations

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### The Primary Role

- Provide maintenance & general property management for the college.

### Specific Responsibilities

- Meet with Operations Manager on a weekly basis to prioritise and coordinate work
- Maintain security to all buildings, grounds and equipment of Tiwi College
- Provide general maintenance and repair work to all buildings and facilities at the College
- Ensure cleanliness and upkeep of college buildings and college facilities
- Assist with barge pick-ups on a weekly basis
- Assist with student pick-ups and drop-offs when directed by the Assistant Principal – Well Being
- Perform other duties as required and directed by the Operations Manager or Principal

# Cleaner

## DUTY STATEMENT

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### General Expectations

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### The Primary Role

Oversee the operations and maintenance of the Hospitality precinct. Assist the Family Group Home Coordinator in the administration of the orders and purchasing of weekly food and equipment as needed.

### Key Areas of Responsibility

#### REGULAR DUTIES

- Vacuuming of classrooms twice a week
- Vacuuming of Melville Room and Library once a week
- Cleaning & maintenance of student toilets located at Administration building and library
- Cleaning & maintenance of staff toilets and staffroom
- Vacuuming of administration area
- Air Blowing / Hosing of the area outside front office

#### HOSPITALITY

*The Hospitality Manager is responsible for this area – but you are to assist in the following:*

- Ensuring visitor accommodation is maintained in a clean and tidy state.
- Undertake cleaning of visitor accommodation when required
- Assist in the preparation and delivery of meals for meetings such as TEB

#### OTHER DUTIES

- Assist with FGH duties when requested by Principal
- Perform other duties as required by the Principal / Secretary TEB or delegate.

