



# Kelvin Grove State College

The Pursuit of Excellence With All Our Might

## Expression of Interest Relief Prep and General Teacher Aides Junior School Campus

<b>Vacancy:</b>	Temporary Part-time
<b>Location:</b>	Kelvin Grove State College
<b>Duration:</b>	Immediate start - Term 1 (possibility of extension)
<b>Closing Date:</b>	COB Monday 27 February 2023

Kelvin Grove State College is seeking enthusiastic, self-motivated temporary Prep and General Teacher Aides, to join the Junior School Campus (Prep to Year 5). Successful applicants will contribute to the provision of a quality educational service by assisting and supporting teachers with the preparation and enhancement of learning materials and associated activities.

### **RESPONSIBILITIES:**

#### **Duties will include but not limited to:**

- Assisting in the supervision of education activities, under the direction of a teacher.
- Communicating effectively and displaying high level of interpersonal skills to function as an effective team member.
- Displaying confidentiality, tact, reliability and sensitively to students and their families.
- Assisting with playground supervision.
- Contributing to the welfare, health and safety of students including the delivery of first aid. Where the teacher aide is required to administer first aid, the teacher aide would be required to be formally trained in the administration of first aid, and keep such qualifications current. All costs associated with obtaining and maintaining qualifications would be met from school funds.

### **APPLICATION PROCESS:**

1. Interested applicants should submit a maximum 2 x A4 page response outlining your suitability for the role referring to the key responsibilities outlined above.
2. A maximum 2-page CV including contact details of 3 referees, one of whom should be your current supervisor is also required.

Enquiries and applications should be directed and emailed to Jodie Hilton, Business Manager [jhilt28@eq.edu.au](mailto:jhilt28@eq.edu.au) by COB Monday 27 February, 2023

*Confirmation of employment is conditional upon the preferred applicant obtaining a Suitability Card from Blue Card Services, Department of Justice and Attorney-General.*

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