FCJ COLLEGE EDUCATIONAL SUPPORT

TRAINEESHIP POSITION DESCRIPTION

The AFL Trainee is responsible to the Principal through the Business Manager and the Director of Learning. The position primarily focuses on the needs of, and support to, FCJ College teachers and students in the areas of Art and Technology along with extra-curricular events.

Child Safety:

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

Skills:

- Understanding or willingness to become familiar with the FCJ charism
- Confidence in utilising technology, strong organisational skills and reliability
- Sound communication skills and a willingness to work with both staff and students
- Confidence to attend and participate in camps, sporting events and other excursions

Responsibilities:

- Attend camps, excursions and assist teachers with supervision of students, help arrange and conduct activities.
- Assist Arts and Technology Teachers in the set up, pack up and delivery of practical classes
- Assist at various school sporting events as directed, including set up, marshalling, timekeeping, etc.
- Assist in the preparation of school Mass and Liturgies
- Assist with the Let's Find our Voice Program and other performing arts events
- Lunch time road crossing duty
- Prepare equipment, schedules and medical kits for various events ensure equipment is returned to school, cleaned and stored appropriately.
- Ensure the Arts and Textile rooms and equipment are kept in a tidy manner ready for all classes.
- Assist office and maintenance staff during term break and as required.
- Various administration duties including support for school events.
- General office duties as required.
- Other duties as directed by the Principal or Business Manager

General Work Description:

Traineeships are a 12-month training course with two components:

- On the job experience
- Accredited training at TAFE – Certificate 3 in Educational Support

Traineeships have been developed to provide young people with paid hands-on experience in the workforce as well as accredited TAFE training at no cost to the trainee.