



FCJ COLLEGE EDUCATION SUPPORT TRAINEE POSITION DESCRIPTION

The AFL Trainee is responsible to the Principal via the Business Manager. The position primarily focuses on the needs of, and support to, FCJ College staff and students across a broad range of areas in the College, providing the opportunity for Trainees to gain a broad and diverse understanding and experience in education support.

Responsibilities:

- Support the College in education support roles including administration, laboratory assistance, arts and other areas as required.
- Attend after school excursions and overnight camps and assist teachers with supervision of students, help arrange and conduct activities
- General office duties including support in the front office when required.
- Support for facilities team when required.
- Assisting class set up & pack up in practical classes, supporting students and staff.
- Assisting with administration for school events
- Other duties as directed by the Principal.
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Proactively support student wellbeing.
- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately.

Classification: AFL Traineeship Award

General Work Description:

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

- On the job experience
- Accredited training at TAFE – Certificate 3 in Education 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.