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|  | **Expression of Interest**  Duaringa State School |  |
| **1 x Teacher Aide Vacancy – Identified Positions**  **Temporary 18th March 2013 – 13th December 2013** | | |
| **What job is available.** | | |
| **PRIMARY** – 5 hours per week focusing on Literacy and Numeracy with student of Aboriginal and Torres Strait Islander descent. | | |
| **How to apply.** | | |
| Applicants should write a letter on how your experience, abilities and knowledge are relevant to the position and include a current resume with two referees. Please clearly outline in the letter what position you are applying for. An Application Package with the Role Description is available from the school. If you have any queries, please contact the Principal on (07) 4935 7125  The Role Description with a list of specific jobs can be downloaded from OnePortal at the following weblink - http://education.qld.gov.au/hr/recruitment/role-descriptions/teacher-aide/taoo2-teacher-aide-identified.pdf  **Applications can be returned, marked “Confidential” to:-** The Principal, Duaringa State School, PO Box 6 Duaringa 4712. Or via email [the.principal@duaringass.eq.edu.au](mailto:the.principal@duaringass.eq.edu.au) or by Fax:– (07) 4935 7026 | | |
| **Additional Information.** | | |
| * The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. DET are legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: <http://www.ccypcg.qld.gov.au/> or on the Commission’s website at: <http://www.bluecard.qld.gov.au/>. Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian. * Please note that the possession of a criminal conviction or record does not automatically exclude you from employment with the Department as the nature of the circumstances of any offences is taken into consideration. * It is a genuine occupational requirement that it be filled by an Aboriginal person or a Torres Strait Islander person as permitted by and arguable under Sections 25, 104 and 105 of the *Queensland Anti Discrimination Act, 1991*. The Department of Education and Training is committed to inclusive workplaces where diversity is valued, and to fair and equitable treatment of all current and prospective employees. * Applicants will need to nominate at least one Aboriginal person or Torres Strait Islander person who is recognised and accepted within the Indigenous community as a referee to support their ability to meet point 1 of the ‘How you will be assessed’ section of the application package. | | |
| **Closing Date for Applications – Friday 8th March 2013** | | |



# Duaringa State School

#### PO Box 6 Ph 07 49357125

## **Charlotte Street Fax 07 49357026**

### DUARINGA Q 4712 Email: [the.principal@duaringass.eq.edu.au](mailto:the.principal@duaringass.eq.edu.au)

**Position Information Sheet**

**Preparing your Application**

Applicants to write a letter (max. 1-2 pages) on how your experience, abilities and knowledge apply to the position including a detailed resume and two current referees. This enables the interview panel to assess your knowledge, experience, skills and abilities in performing the duties of the position.

When writing the letter, responses should use “I” statements where possible – the selection committee is interested in what YOU have done. It is not enough to simply say that you have done or can do something – you need to back it up with examples of how you have done it previously.

The following framework may be useful in assisting you to decide what to include:

Situation What was the situation?

Activities What did you do?

Result What was the outcome?

The wording of the letter indicates the required level of knowledge, skills and abilities needed for the position. ***For example***, demonstrated or proven ability means that you should have successfully performed the activity or used the skill in the past – actual experience rather than just potential is required; general ability, or general knowledge implies that you have the potential to acquire the skill or knowledge, if you have not had direct experience with these aspects of work, you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks etc, or relevant studies that you have undertaken; thorough, sound or high level gives an indication that advanced skill or knowledge is required.

**Important Information**

A schools entitlement to this position is dependent upon the schools enrolment which may fluctuate. Applications for cleaning and teacher aide positions should understand that the total number of hours worked may increase or decrease as a result of these fluctuations.

*References are mandatory*. If it is considered necessary to clarify information or increase the amount of data available to the panel, referees will be contacted following an interview.

To ensure the appropriate remuneration is paid, the successful applicant must provide proof of their date of birth.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

Applicants listed for interview will be advised shortly after the closing date. Applicants that have not been contacted by **Friday 15th March 2013** may take it that they have been unsuccessful.

Feedback is available to unsuccessful applicants upon request.