

# Boyne Island Environmental Education Centre

## WE ARE HIRING

Teacher Aide (TA003 level)  
15 hours per week + ADO  
accrual (Mon, Wed, Fri  
negotiable) Commencing  
19th January 2022

The role will support the strategic outcomes of the Centre through:

- Administration assistance – data entry, phone and email services, Chemical database management, RMDL admin etc.
- Resource support for teaching and learning – material prep including curriculum resources, cleaning and maintenance of equipment, set up and pack up of teaching resources
- Teaching and learning support for learners – working with student groups in the environment in day visit and camp experiences
- Any other tasks as deemed appropriate by the Centre Principal

Applicants to email through the following by 26th November to [admin@boyneislandeec.eq.edu.au](mailto:admin@boyneislandeec.eq.edu.au):

- a current CV
- a single page response to the key selection capabilities (see over page)



Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

**1. Supports strategic direction**

Knowledge of or ability to rapidly acquire knowledge of, classroom activities, procedures, use and maintenance of resources and school policies.

**2. Achieves results**

Demonstrated willingness to undertake specific training to enhance student support.

**3. Supports productive working relationships**

Understanding of occupational health and safety, equal employment opportunity and anti-discrimination as applied in a work environment.

**4. Displays personal drive and integrity**

Possession of a Certificate III level qualification or ability to demonstrate skills and knowledge consistent with Australian Qualifications Framework Certificate III or higher.

**5. Communicates with influence**

Demonstrated high level communication skills, sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.