



College Assistant – GAP Year Programme

The SCOTS PGC College

POSITION DESCRIPTION

GENERAL

The College Assistant is a temporary appointment for a 'gap' year student, prior to his or her entry into higher education or shortly after completion of a higher education course. The position will be filled normally by a student from England, Scotland, Germany or Ireland. It will commence as early as possible in Term 3 (middle of July) 2012, and conclude on the last day of Term 2 2013. We want our College Assistants to benefit from their stay in Australia and to enjoy a variety of working contexts at the College.

College Assistants will be sponsored by the College to provide support to College Staff in a number of areas, including:

- Academic Assistance in the Middle and Junior Schools through the provision of learning support
- Support to the Music and Drama departments
- Sports Coaching
- Boarding House

As a result, the Assistant will be expected to either:

- have the attitude, aptitude and skills to provide learning support to students in our Junior and Middle Schools
- and hold coaching qualifications or wide sporting experience verified by a referee and be of good character.
- or have a level of skill in music or drama with the ability to provide support to staff and students in this area.

Food and accommodation will be provided free of charge and a small allowance will be provided. The assistant will be expected to fund travel expenses to and from Australia.

The Assistant will receive first aid training for work.

The assistant is responsible for **organising a Visa under the Category 416 Special Programs**. Please see the website <http://www.immi.gov.au/skilled/specialist-entry/416/>. The assistant will pay the costs of the Visa Application, and any other incidental costs, which may include a medical check-up and x-rays. The College will provide application forms and procedural details to assist in this regard. The visa application will need to be sent to Hobart in Australia for processing (please see page 2 of the application form)

RESPONSIBLE TO

The assistant is responsible through the Dean of Students to the Principal. Immediate supervision will be by relevant curriculum and pastoral care leaders within the College.

RESPONSIBILITIES

- To assist with the learning support programmes and to be involved as a teaching assistant in classes in the Junior and Middle School.
- To act as an assistant on school cultural trips as a support to teaching and boarding staff.
- To assist in day-to-day life in the Boarding School. The GAP Assistant is to report directly to the Head of House. Duties may include: supervising prep sessions, dormitory inspections, supervision of students at boarding activities.



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- To assist in the organisation and coaching of, relevant sports (including travelling with teams). Sports practices are usually held twice a week with match days on Saturdays.
- To assist, as required, in activities associated with College life, e.g. Gym supervision, choir, cadets, Chapel, etc.

ALLOWANCE AND HOURS PER WEEK

The allowance will be \$658 per month, paid fortnightly in advance. A maximum of approximately thirty-eight hours will be worked each week.

One day each week will be kept free from duty. Reasonable flexibility will be expected from the College Assistant and given by the school.

ACCOMMODATION

College Assistants will receive free accommodation in the College boarding house. College Assistants will be able to use their accommodation in the holiday periods at no charge

The College will carry out weekly checks on all accommodation and provide basic cleaning services free of charge. It is expected that all accommodation is kept in a clean and tidy state. All College Assistants will have access to the College Laundry service at no charge during term time.

Under no circumstances are lodgings to be utilised by any other person or persons who have not previously obtained permission from the Principal in writing. **If any willful damage occurs to any accommodation, the College Assistant(s) will meet the costs of repairs. Your residence is NOT to be used for hosting parties and if this does occur, it is likely that your contract would be terminated.**

FOOD

College Assistants will be able to eat all meals with pupils and staff in the College Dining Hall, for which there is no charge, but will be expected to help supervise the pupils during meals, from time to time, on a rostered basis.

The Dining Hall facility will not be available during holiday periods, however all College Assistants will have access to facilities to cook their own meals during this time.



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Statement of Placement for College Assistant – GAP Year Programme at The SCOTS PGC College, Warwick

I _____
(Full Name of Assistant)

will begin the placement with The SCOTS PGC College on _____ 2012.

1. No period of employment with a previous employer counts as part of your period of continuous employment.
2. You are employed as a College Assistant as described in the attached Job Description.
3. This is a casual fixed term appointment.
4. The name and full postal address of the establishment where you will work is:-

THE SCOTS PGC COLLEGE
60 OXENHAM STREET
WARWICK QLD 4370
AUSTRALIA

5. You will be expected to work from as early as is possible in July, 2012 until June, 2013. Your total allowance will be \$658 per calendar month. You will be guaranteed this figure for each month you work, plus full payment during holiday periods.
6. You will be paid fortnightly in advance.
7. You will receive free accommodation in the School. You will also be able to eat with pupils and staff in the College Dining Hall, for which there is no charge, but in return for which you are expected to help supervise the pupils during meals, from time to time, on a rostered basis. You will be able to use your accommodation in the holiday periods at no charge, but the Dining Hall facility will not be available. Your accommodation will be free of rent.
8. With the agreement of the staff in charge, you will be able to take part in activities normally arranged for pupils in the school. You will also be able to make use of staff facilities, such as the Staff Common room with access to computer and internet facilities.
9. You are entitled to the same school and public holidays as other staff members. Your payment includes payment for school holidays occurring during your period of employment. In the event of your leaving prematurely, you would only be entitled to holidays and pay up to your date of departure.
10. You are advised to take out a full medical insurance for your period of employment covering sickness, illness and injury. For minor illnesses, you may visit the College doctor and use the Health Centre facilities during term time.
11. If applicable. It is also recommended that you obtain a Medicare Card through the N.H.S. before leaving Britain or the equivalent for other countries. Assistants will be provided with a Medicare leaflet informing them of how to obtain such a card. Medicare is the equivalent of the N.H.S. and the two services have a reciprocal arrangement. Access to the public health service does not negate the advice to take out full medical insurance, as outlined in this clause.



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12. You are expected to uphold the rules of the College and to wear appropriate attire when on the campus in school time. The College will provide free of charge school tops and shorts for casual wear and sport duties. Each College Assistant should bring with them clothes that are suitable for formal occasions.
13. Under present legislation, no separate deductions are made from your pay for tax or Medicare purposes as your remuneration is under the prescribed thresholds.
14. The amount of pay that you are entitled to receive of notice of termination of your employment is one month and the amount of notice which you are required to give is one month.
15. There are no collective agreements that directly affect the terms and conditions of your employment.
16. The disciplinary rules which apply to you are:
 - i. You must be present to take your timetabled groups/classes, but are not required to be on school premises at other times.
 - ii. You should work under the guidance/direction of the Dean of Students/ Head of Middle School, planning work well in advance.
 - iii. You will be expected to behave and dress in a manner acceptable to the host establishment, and to follow the spirit of rules applicable to staff of the College.
 - iv. If disciplinary rules are broken, a verbal warning may be given. If this is not heeded, a written warning will follow which may lead to your dismissal.
 - v. If you are dissatisfied with any disciplinary decisions which affect you or you have a grievance about employment, you should contact:

You also have the right to appeal to the Principal.

Mr Ben Manifold
DEAN OF STUDENTS
(Master-in-Charge of GAP Students)

I have read and understood the above statement of employment and agree to all conditions outlined.

Signature: _____

Signature of Principal: _____

Full Name: _____

Full Name: _____

Date: _____

Date: _____