



FAIR WORK
AUSTRALIA

DECISION

Fair Work Act 2009
s.185—Approval of enterprise agreement

Study Group Australia Pty Limited
(AG2011/1525)

TAYLORS COLLEGE MELBOURNE CAMPUS ENTERPRISE AGREEMENT 2011

Educational services

DEPUTY PRESIDENT HAMILTON

MELBOURNE, 11 JULY 2011

Application for approval of the Taylors College Melbourne Campus Enterprise Agreement 2011.

[1] An application has been made for approval of an enterprise agreement known as the *Taylors College Melbourne Campus Enterprise Agreement 2011* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). It has been made by Study Group Australia Pty Limited. The agreement is a single-enterprise agreement.

[2] I am satisfied that each of the requirements of ss.186, 187 and 188 as are relevant to this application for approval have been met.

[3] The Agreement is approved and, in accordance with s.54, will operate from 18 July 2011. The nominal expiry date of the Agreement is 31 December 2011.

[4] The Independent Education Union of Australia being a bargaining representative for the Agreement, has given notice under s.183 of the Act that it wants the Agreement to cover it. In accordance with s.201(2), I note that the Agreement covers the organisation.



DEPUTY PRESIDENT

Printed by authority of the Commonwealth Government Printer
<Price code G, AE886715 PR511409>

TAYLORS COLLEGE MELBOURNE CAMPUS ENTERPRISE AGREEMENT 2011

1. TITLE:

This agreement will be known as the Taylors College Melbourne Campus Enterprise Agreement 2011 ("the Agreement").

2. PARTIES AND COVERAGE:

The parties covered by this Agreement are:

- Study Group Australia Pty Ltd ("employer"), and
- employees of the employer as defined in clause 4 of this Agreement ("employees")

This agreement, on approval by Fair Work Australia and subject to the requirements of s201(2) of the Fair work Act 2009, shall cover the Independent Education Union – Australia ("union").

3. REFERENCES TO AWARDS AND ACT:

All references in this Agreement to the "Victorian Transitional Awards" shall be references to the Victorian Independent Schools – Teachers - Award 1998 and/or the Victorian Independent Schools – School Assistants – Award 1998. The terms of the Victorian Transitional Awards as they stood on 30th December 2009 are hereby incorporated into this agreement provided that where this Agreement prescribes additional, different or inconsistent terms and conditions to the Victorian Transitional Awards, this Agreement will prevail to the extent of any additional, different or inconsistent term or condition.

4. EMPLOYEES COVERED BY THIS AGREEMENT:

This Agreement will only apply to teachers of Years 10, 11, 12 and Foundation Year programs, a teacher librarian, counsellors and school assistants (academic support staff) specifically engaged as librarians, science laboratory technicians, art/graphic communication assistants, library technicians or assistants and pastoral care officers at the Taylors College – Melbourne Campus, excluding Campus Director, Director Taylors Programs, and Director of Operations and Staffing, by whatever name known.

5. PERIOD OF AGREEMENT:

This Agreement will come into operation from the date specified by Fair Work Australia and shall remain in force until 31 December 2011.

6. FLEXIBILITY AGREEMENTS

6.1 The Employer and an individual employee may agree to vary the application of this agreement. The terms the employer and the individual employee may agree to vary the application of are those concerning meal allowances.

- (a) The agreement must meet the genuine needs of the Employer and the individual Employee.
- (b) The Employer and Employer must have genuinely made the agreement without coercion or duress.
- (c) The Employee is entitled to a representative of his or her choice for the purposes of negotiating a flexibility agreement under this clause.

6.2 The Employer must ensure that the terms of the individual flexibility arrangement:

- (a) are about permitted matters under section 172 of the Fair Work Act 2009; and
- (b) are not unlawful terms under section 194 of the Fair Work Act 2009; and
- (c) result in the employee being better off overall than the employee would be if no arrangement was made.

6.3 The agreement between the Employer and the individual Employee must:

- (a) be confined to a variation in the application of one or more of the terms listed in clause 6.1; and
- (b) result in the Employee being better off overall than the Employee would have been if no flexibility agreement had been agreed to.

6.4 The Employer must ensure that the agreement between the Employer and the individual Employee is:

- (a) in writing, names the parties to the agreement and is signed by the Employer and the individual Employee and, if the Employee is under 18 years of age, the Employee's parent or guardian;
- (b) states each specific subclause of this agreement that the Employer and the individual Employee have agreed to vary;
- (c) details how the application of each term has been varied by agreement between the Employer and the individual Employee;
- (d) details how the agreement results in the individual Employee being better off overall in relation to the individual Employee's terms and conditions of employment; and
- (e) states the date the agreement commences to operate.

6.5 The Employer must give the individual Employee a copy of the agreement in writing within fourteen days of the agreement being made and keep the agreement as a time and wages record. An Employer seeking to enter into an agreement must provide a written proposal to the Employee.

~~6.6 Where the Employee's understanding of written English is limited the Employer must take measures, including translation into an appropriate language, to ensure the Employee understands the proposal.~~

6.7 The agreement may be terminated:

- (a) by the Employer or the individual Employee giving four weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) any time, by written agreement between the Employer and the individual Employee.

6.8 The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this agreement.

7. DISPUTE RESOLUTION:

This clause sets out the procedure for resolving a dispute which relates to:

- A matter arising under this Agreement; or
- The National Employment Standards.

7.1 It is agreed between the parties that wherever possible, informal internal means and procedures will be used to resolve any dispute arising from this Agreement.

7.2 In the event that the parties are unable to resolve the dispute, the parties may agree to refer the matter to a mutually acceptable and independent mediator for resolution. The parties will be entitled to representation if desired by either of them.

7.3 In the event that settlement of the matter cannot be reached at Step 7.2, it may be notified to Fair Work Australia for conciliation in accordance with the provisions of the Fair Work Act 2009 ('the Act').

7.4 All parties shall give due consideration to matters raised or any suggestion or recommendation made by Fair Work Australia with a view to the prompt settlement of the dispute.

7.5 Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made.

7.6 Where a dispute over the application of the agreement cannot be resolved by the above procedures then the matter can be referred to the Fair Work Australia for determination. Subject to either party's right of Appeal the decision of Fair Work Australia shall be final and binding.

7.7 While the above procedures are in progress work shall continue normally and any process under this agreement shall continue without interruption.

7.8 Nothing in this clause 7 will limit the rights of an employee from seeking advice from or representation by the Independent Education Union - Australia, or other person should the employee so choose.

8. CONSULTATIVE COMMITTEE

8.1 It is agreed between the parties that a Consultative Committee ("committee") will be established and this committee will determine its rules and procedures at its first meeting, save that subclauses

8.2, 8.3 and 8.4 shall apply.

8.2 The committee will include three (3) representatives nominated by the employer, and three (3) staff representatives nominated by the employees. At least one of the staff representatives will be a member of the IEU-A.

8.3 The committee will oversee the implementation of this Agreement, and may also discuss issues for inclusion in the next Agreement.

8.4 The committee will meet at least once during each school term, with either of the parties having the right to request additional meetings if so desired.

9. TERMS OF EMPLOYMENT:

An employee, other than an emergency teacher, will be provided with a letter of appointment upon engagement. The letter will detail the commencement date (and termination date if employment is for a fixed term), duties, employment status (i.e. full-time, part-time or casual), salary and hours of attendance (if applicable).

10. SALARY SCALES:

The salaries, weekly wages and allowances payable under this Agreement will be as prescribed in Schedules A1, A2, A3, A4, B and C attached to this Agreement.

Payment of the salary increases and allowance increases effective 13th February 2011 will be made in the last pay cycle of term two (16th June 2011) including back pay for all employees covered by this Agreement.

11. ANNUAL REVIEW AND PROFESSIONAL DEVELOPMENT:

11.1 It is agreed by the Parties that Teachers have a responsibility to ensure their own ongoing Professional Development in addition to those opportunities offered by the Employer.

11.2 It is also agreed by the Parties that the Employer will offer Professional Development opportunities to Teachers in the areas of Information Technology and alternative course delivery systems.

11.3 All Teachers will participate in an annual performance appraisal process which will cover class preparation, participation in professional development (both internal and external to the College), lesson delivery, interaction with co-workers, and report accuracy and will be conducted by their Head of Department and Subject Co-ordinators.

11.3.1 This process will not be used to ascertain future wage increases for Teachers or for disciplinary purposes. This process is designed to assist Teachers in the ongoing assessment and development of their professional skills.

12. SALARY PACKAGING:

The employer will make available to its employees a flexible remuneration packaging arrangement on the terms and conditions contained in Appendix 1 of this Agreement. The terms and conditions of employment of the employees who elect to take the remuneration packaging option shall be no less favourable than the entitlements otherwise available or implied under this Agreement.

13. HOURS OF WORK:

13.1 The ordinary hours of work for a full time teacher are 38 hours per week averaged over a period of twelve (12) months. The averaging period will be the school year as defined in Clause 15.

A teacher is required to be in attendance for his/her standard school day, unless prior approval is obtained from the Campus Director.

13.1.1 Face to face teaching:

It is agreed between the parties that the face to face teaching hours for a full-time teacher will not exceed twenty (20) hours per week for a five (5) day cyclic timetable or forty (40) hours per fortnight for a ten (10) day cyclic timetable. It is also agreed between the parties that a part-time teacher's face to face teaching hours (and weekly salary) will be calculated as a proportion of the face to face teaching hours for a full-time teacher as defined under this sub-clause. Face to face teaching will include timetabled classes and tutorials. It is further agreed between the parties that timetabled classes and tutorials for a teacher will be scheduled over a period not exceeding eight (8) consecutive hours on any one day from the commencement of the first scheduled class or tutorial for that employee, except by mutual agreement between the employer and the employee.

13.1.2 Non-classroom duties:

It is agreed between the parties that the non-classroom duties and responsibilities for a fulltime teacher will not exceed one hundred (100) hours per school year. It is also agreed between the parties that a part-time teacher will undertake a proportionate amount of non-classroom duties and responsibilities as their time fraction bears to that of a full-time teacher. It is further agreed that these non-classroom duties will include mentoring, camps, sport, supervision, involvement on staff teams and policy committees and any other activities determined in consultation with the Campus Director.

The specific duties and responsibilities of a teacher under this sub-clause will be as agreed between the Campus Director and the teacher.

13.2 Teacher Librarians and Counsellors

The ordinary hours of work for a full-time teacher librarian or counsellor, will be thirty-eight (38) hours per week excluding meal breaks. It is agreed between the parties that a full-time employee will be scheduled to work no longer than seven hours thirty-six minutes (7.6 ordinary hours), excluding a meal break, on any one day except by mutual agreement.

13.3 School Assistants

The ordinary hours of work for a full-time school assistant will be thirty-eight (38) hours per week excluding meal breaks. It is agreed between the parties that a full-time employee will be scheduled to work no longer than seven hours thirty-six minutes (7.6 ordinary hours), excluding a meal break, on any one day except by mutual agreement. Any hours worked in excess of the ordinary hours, at the specific request of the employer, will be compensated by the payment of overtime. ~~Overtime must be approved by the employer before being undertaken and performed by the employee.~~

13.3.1 Overtime (School Assistants only):

Where overtime is worked as provided in sub-clause 13.3, the employee will be paid a loading of fifty percent (50%) of their normal ordinary hourly rate.

14. SPREAD OF HOURS:

It is agreed between the parties that classes and tutorials will be conducted between the hours of 8:00am and 9:00pm.

15. DEFINITION OF SCHOOL YEAR:

A school year for a teacher, teacher librarian, counsellors and a school assistant in receipt of school holiday leave will be defined as a period of fifty-two (52) consecutive weeks comprising teaching weeks and school holidays that shall be inclusive of four (4) weeks annual leave.

16. PARENTAL LEAVE:

16.1 An employee who commences maternity leave in accordance with the provisions of the Fair Work Act 2009 shall be entitled to nine (9) weeks paid maternity leave, paid at their normal weekly rate of pay applying at the time of the confinement, commencing on the date of the confinement.

16.2 An employee must have completed a minimum unbroken period of twelve (12) months service with the employer before being eligible for this payment.

16.3 An employee entitled to parental leave in accordance with the provisions of the Fair Work Act 2009 may extend the period of parental leave once only to a maximum of 104 weeks by giving to the employer notice in writing of the extended period 60 days before the start of the extended period. Provided that by agreement between the employer and the employee the total amount of parental leave may be extended up to a total of 3 years of such leave. In considering the extension to parental leave the employer shall take into account the impact of the decision on both the employee requesting the extended leave and on the replacement employee as well as the requirements of the College and students.

16.4 An employee returning from parental leave may apply to work part-time if a part-time position is available in the College.

17. LONG SERVICE LEAVE:

17.1 It is agreed between the parties that the long service leave entitlement will be in accordance with the Victorian Long Service Leave Act except that the pro-rata rate of accrual is 1.3 weeks per year of continuous service with the employer (13 weeks entitlement after 10 years of service).

17.2 Employees will be able to take their pro-rata long service leave entitlement after 7 years of service.

18. FURTHER STUDY:

Where an employee undertakes a course of study approved in advance by the employer, the employer will contribute a maximum amount of \$750.00 in a calendar year towards the cost of the course including tuition fees and the Higher Education Contribution Scheme ("HECS") levy. This amount is paid to employees undertaking an approved course of full time study. Where the employee undertakes further study on a less than full time basis the amount contributed by the employer shall be calculated on a prorata basis. This amount will be paid in arrears to the employee following the presentation of results (demonstrating satisfactory completion of the course or the units undertaken) to the employer.

19. TERMINATION OF EMPLOYMENT:

19.1 By the employer:

Where the employer makes a definite decision, in the normal course of operating its business, that a position will become redundant (except where employment is terminated as a consequence of conduct that justifies summary dismissal in the employer's opinion or tenure is for a specific period or tenure is for a specific task of a fixed duration or due process has been implemented and completed) and excluding the provisions of clause 21, the employer will notify the employee in writing and will provide the following periods of notice:

- (i) for a teacher, teacher librarian or counsellor – seven (7) weeks notice in writing, given wholly within a school term (excluding holidays), or payment in lieu including for the equivalent period that written notice is not provided;
 - (ii) for a school assistant in receipt of school holidays – four (4) weeks notice in writing, given wholly within a school term (excluding holidays), or payment in lieu including for the equivalent period that written notice is not provided;
 - (iii) for a school assistant – in receipt of four (4) weeks annual leave – four (4) weeks notice in writing, or payment in lieu or for the equivalent period that written notice is not provided.
- The employee will be entitled to receive a severance payment, in addition to all statutory entitlements, in accordance with clause 22 of this Agreement.

19.2 By the employee:

- (i) for a teacher, teacher librarian or counsellor – seven (7) weeks notice in writing, given wholly within a school term (excluding holidays), or the deduction of monetary benefits by the employer for the equivalent period that written notice is not provided;
- (ii) for a school assistant in receipt of school holidays – four (4) weeks notice in writing, given wholly within a school term (excluding holidays), or the deduction of monetary benefits by the employer for the equivalent period that written notice is not provided;
- (iii) for a school assistant – in receipt of four (4) weeks annual leave – four (4) weeks notice in writing, or payment in lieu for the equivalent period that written notice is not provided.

20. DUE PROCESS:

If the employer is not satisfied with the performance of an employee, due process may commence.

20.1 Due process will commence with the employer advising the employee in writing of:

- (a) the employer's concerns with the employee's conduct or performance;
- (b) the time, date and place of the first due process meeting;
- (c) the employee's rights to be accompanied by a nominee of the employee's choice at all due process meetings;
- (d) the employer's right to terminate the employment should due process not resolve the employer's concerns within a period agreed to by both parties at the first due process meeting.

20.2 Due process meetings will:

- (a) include discussion of the employer's concerns with the employee's conduct or performance;
- (b) give the employee an opportunity to respond to the employer's concerns;
- (c) give the employee a clear indication of the employer's expectations;
- (d) include discussion of any counselling or assistance, where appropriate, available to the employee;
- (e) include documentation, where appropriate;
- (f) set periods of review, as appropriate.

20.3 At the conclusion of due process the employer will provide the employee with written notice of the outcome of due process and if the employer's decision is to terminate the employment of an employee, the employer must give notice in accordance with clause 20.1(a) of this agreement.

21. CONSULTATION REGARDING MAJOR WORKPLACE CHANGE

21.1 Employer to notify

Where the employer has made a decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representative or representatives, if any.

Significant effects include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or reduction of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

21.2 Employer to discuss change

The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 21.1, the effects the changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.

The discussions must commence as early as practicable after a decision has been made by the employer to make the changes referred to in clause 21.1.

For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interest.

22. REDUCTION IN TEACHING LOAD AND REDEPLOYMENT:

Where, due to fluctuating enrolments or any other reasonable cause determined by the employer from time to time in the normal course of operating its business, teaching loads need to be reduced the following will apply:

22.1 Redeployment

(a) In the first instance, the Campus Director will attempt to avoid the reduction of teachers' loads by the redeployment of teacher/s to other subjects in which they are trained or/and competent to teach.

(b) In the event that teachers are redirected to other subjects in which they may reasonably claim limited training or competence the employer will put in place support to assist them. This may include mentoring, further training or study or other such support, including a time allowance, as may reasonably be agreed to by the Campus Director as suitable.

(c) A teacher cannot refuse to perform such duties, reasonably requested by the Campus Director, that are within the limits of the teacher's skill, competence and/or training.

22.2 Reduction

(a) If reductions in teaching loads are necessary, after redeployment options have been exhausted, these will be achieved with as much notice as possible being provided by the employer (having regard to either known or reasonably predicted circumstances).

(b) If it has not already done so, the employer must discuss with employees likely to be affected and the relevant union (if requested by an affected employee) in good time, relevant information including:

(i) the reasons for the proposed reductions;

(ii) the steps taken to avoid or minimise the reductions and measures to mitigate any adverse effects on the employees concerned;

(iii) the number and category of workers to be affected; and

(iv) the period over which the reductions are intended to be carried out.

(c) The Campus Director will ask for volunteers to decrease their load.

(d) If an employee accepts such a reduction the employer undertakes (at the first available opportunity) to reinstate the employee's teaching load up to the level it was immediately prior to the reduction process.

(e) In conjunction with or as an alternative to reducing teaching load/s, a teacher and the employer may agree to the teacher taking a specified period of leave without pay.

23. REDUNDANCY AND SEVERANCE PAY:

23.1 Redundancy occurs where the employer has made a definite decision that the employer no longer wishes the job the employee has been doing done by anyone and that decision will lead to the termination of employment.

23.2 If it has not already done so, the employer must discuss with employees likely to be affected and the relevant union (if requested by an affected employee) in good time, relevant information including:

(i) the reasons for the proposed reductions;

(ii) the steps taken to avoid or minimise the reductions and measures to mitigate any adverse

effects on the employees concerned;

(iii) the number and category of workers to be affected; and

(iv) the period over which the reductions are intended to be carried out.

23.3 For the purposes of this clause, the Campus Director of Taylor's College, Melbourne acts on behalf of the employer.

~~23.4 In the first instance, the Campus Director will call for volunteers from staff whose redundancy will alleviate the declared redundancy. The Campus Director will set a fair time scale for staff to volunteer for redundancy.~~

23.5 In the event that the originally declared redundancy situation has not been removed by voluntary redundancy the Campus Director may nominate staff as redundant. The criteria the Campus Director has used to make this decision will be made known to the affected employee(s) and to whom the employee(s) may request.

23.6 The Campus Director will give maximum reasonable notice, not less than stated in Clause 19, to an employee so made redundant. Staff nominated as redundant under this clause will be paid severance pay according to the following Scale:

Period of continuous service	Severance pay
less than 1 year	Nil
1 year but less than 2 years	4 weeks pay
2 years but less than 3 years	7 weeks pay
3 years but less than 4 years	10weeks pay
4 years but less than 5 years	12 weeks pay
5 years but less than 7 years	14 weeks pay
7 years but less than 10 years	16 weeks pay
10 years but less than 15 years	18weeks pay
15 years or more	20 weeks pay

23.7 Continuity of service includes all service with the employer for which paid leave was applicable.

Paid leave may include personal leave (sick leave, infectious diseases leave, carer's leave and bereavement leave), school holidays, long service leave, examination leave, qualification conferral leave and leave during which accident make-up payments are being received by the teacher.

Periods of unpaid leave do not break the continuity of service but are not included as service, except at the discretion of the employer.

23.8 An employee over the age of 45 years at the commencement of the year in which the redundancy applies will receive an additional 25% of the amount of their severance pay entitlement in clause 23.6

23.9 The severance pay of part time staff will be calculated pro rata on the basis of their hours at the time of redundancy but will be adjusted to reasonably reflect their time fraction over their period of teaching at Taylor's College. Further, any staff member who is teaching a reduced load under the provisions of Clause 20 of this Agreement will be paid at their time fraction before the reduction.

23.10 The severance payments set out in 23.6 will not be discounted against or reduced by any entitlement the employee has to a superannuation or long service leave entitlement.

23.11 The severance pay entitlement of an employee, subject to normal PAYG provisions applying at the time, will be paid as a lump sum on the last day of employment, along with any other accrued entitlements of the employee.

23.12 The employer will provide the employee with a written statement or pay advice slip detailing how the monetary entitlement on termination is calculated.

23.13 This clause shall not apply:

- Where employment is terminated as a consequence of conduct that justifies summary dismissal;
 - To teachers engaged as replacement or emergency teachers;
 - To employees engaged for a specific period of time or for a specified task or tasks;
- or
- To casual employees; or
 - To employees engaged on sessional contracts.

24. JOB SHARE & PART-TIME EMPLOYMENT:

24.1 "Job share" is defined as a mode of employment where the duties, responsibilities and benefits of an employment classification contained in this Agreement is shared between 2 employees.

24.2 A request may be made by an existing employee to share the position the employee is currently holding. The request must be made to the employer and must identify the proposed division of the position. If the request is accepted by the employer:

- (a) The parties to the proposal must negotiate a mutually suitable division of the work, and;
- (b) The residual position must be advertised.

24.3 A position subject to the job share arrangements as prescribed by clause 24.3, is not regarded as a fixed term arrangement but rather continues for an indefinite period.

24.4 The salaries paid to job share participants shall be in accordance with the scale of salaries prescribed this Agreement based on the percentage division of the work.

24.5 Employees subject to the job share arrangement prescribed by clause 24 shall be entitled to pro rata benefits of such leave, vacation periods, public holidays and all other accrued benefits to fulltime employees based on the percentage division of the work.

24.6 If a participating employee is unable to attend for duty because of illness, the other participant may be offered the day(s) work by the employer. If the offer is accepted by the participant, the employee shall be paid at their normal ordinary hourly rate for the relevant period.

Should either participating employee leave the employment of the school, the remaining employee may be offered the residue of employment. If this offer is not accepted by the remaining participant, the provisions of clause 24.2 shall be followed.

25. PERSONAL LEAVE:

25.1 Amount of paid personal leave

25.1.1 Paid personal leave is available to an employee when the employee is absent due to:

- Personal illness or injury (sick leave); or
- For the purposes of caring for an immediate family or household member who is sick or injured and requires the employee's care and support (carer's leave);

~~25.1.2 A full-time employee is entitled to fifteen days of paid personal leave in each year of service.~~

Personal leave accrues as follows:

- In the first year of service, six days during the first term worked and thereafter, an additional three days at the commencement of each subsequent school term;
- In the second and each subsequent year of service, fifteen days at the commencement of that year.

25.1.3 Unused personal leave accrues from year to year.

25.1.4 Personal leave may be taken for part of a single day.

25.2 Immediate family or household

25.2.1 The entitlement to carer's leave or is subject to the person in respect of whom the leave is taken being either:

- (a) a member of the employee's immediate family; or
- (b) a member of the employee's household.

25.2.2 The term immediate family includes:

- (a) spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee.
- (b) child or an adult child (including an adopted child, a step child or an ex nuptial child), parent, grandparent, grandchild or sibling of the employee, or the employee's spouse, or the employee's defacto partner.

25.3 Sick leave

25.3.1 Definition

Sick leave is leave to which an employee other than an emergency teacher is entitled without loss of pay because the employee is unable to perform their duties by reason of personal illness or injury.

25.3.2 Entitlement

An employee, other than an emergency teacher, is entitled to use accrued paid personal leave as sick leave as defined in 25.1.2

25.3.3 Notice required

(a) The employee must, where practicable, give the employer notice prior to the absence of the intention to take leave.

(b) The notice must include:

- The reasons for taking sick leave; and
- The estimated length of absence.

(c) If it is not practicable for the employee to give prior notice of absence, the employee must notify the employer by telephone of such absence at the first opportunity on the day of absence.

25.3.4 Evidence supporting claim

An employee is entitled to sick leave provided that

- (a) the employee produces a medical certificate or other evidence satisfactory to the employer for any absence of more than two consecutive days;
- (b) if so required by the employer, the employee provides a medical certificate or other evidence satisfactory to the employer for any absence continuous with a holiday to which the employee is entitled and which would not otherwise require the production of a certificate;
- (c) the employee produces a medical certificate or other evidence satisfactory to the employer where the number of days of paid sick leave already taken without the production of a medical certificate or other evidence satisfactory to the employer exceed five days in the one year.

25.3.5 Sick leave whilst on long service leave

An employer may require an employee who claims sick leave whilst on long service leave to be examined by a legally qualified medical practitioner of the employer's choice, provided the practitioner is reasonably accessible to the teacher.

25.3.6 Infectious diseases leave

(a) Subject to 25.3.5(b), an employee who is suffering from one of the infectious diseases known as:

- German measles,
- Chickenpox,
- Measles,
- Mumps,
- Scarlet fever,
- Whooping cough,
- Rheumatic fever, or
- Hepatitis,

and the Campus Director is satisfied on medical advice that the employee has contracted the disease through a contact at the school and disease is evident in the school, the employee will be granted special leave without deduction of pay.

(b) The teacher must produce a medical certificate which specifically names the disease.

25.4 Carer's leave

25.4.1 Paid leave entitlement

(a) An employee, other than an emergency teacher, is entitled to use accrued personal leave during each year of service to care for members of the employee's immediate family or household who are sick and require the employee's care and support.

(b) In normal circumstances, an employee is not entitled to take carer's leave where another person has taken leave to care for the same person.

25.4.2 Notice required

(a) The employee must, where practicable, give the employer notice prior to the absence of the intention to take leave.

(b) The notice must include:

- The name of the person requiring care and support and the person's relationship to the employee;
- The reasons for taking such leave; and
- The estimated length of absence.

(c) If it is not practicable for the employee to give prior notice of absence, the employee must notify the employer by telephone of such absence at the first opportunity on the day of absence.

25.4.3 Evidence supporting claim

The employee must, if required by the employer, establish by production of a medical certificate or statutory declaration, that the illness is such as to require care by another.

25.4.4 Unpaid leave

An employee may take unpaid carer's leave by agreement with the employer.

25. TERMINAL ILLNESS CARERS LEAVE:

Employees are entitled to access paid carers leave of up to two (2) weeks to care for and support a member of the employee's household or immediate family who is terminally ill. A further three (3) months of unpaid leave can be accessed by the employee to continue such care and support if necessary.

The Campus Director may request a doctor's certificate indicating the terminal nature of the illness.

26. BEREAVEMENT LEAVE

26.1 Paid leave entitlement

An employee, other than an emergency teacher, is entitled to up to three days' bereavement leave on each occasion on which a member of the employee's immediate family or household in Australia dies or suffers a life threatening illness or injury.

26.2 Unpaid leave entitlement

If required in addition to their paid bereavement leave, employees are entitled to take unpaid bereavement leave by agreement with the employer. In the absence of agreement, the teacher is entitled to take up to three days' unpaid leave.

27. ANNUAL REVIEW AND PROFESSIONAL DEVELOPMENT:

27.1 All School Assistants will participate in an annual performance appraisal process which will cover class preparation, participation in professional development (both internal and external to the College), lesson delivery, interaction with co-workers, and report accuracy.

27.2 This process will not be used to ascertain future wage increases for School Assistants or for disciplinary purposes. This process is designed to assist School Assistants in the ongoing assessment and development of their professional skills.

28. SESSIONAL EMPLOYMENT CONVERSION

28.1 Teachers who are engaged as "sessional" teachers for more than 2 consecutive contracts for a combined duration of a minimum of 12 months to teach the same hours shall be entitled to apply to become "on-going" employees within 2 weeks of the commencement of the anniversary of the teacher's initial engagement.

28.2 The "on-going" position requested by the teacher must be for the same hours and teaching the same subjects as the previous "sessional" contracts under which the teacher has been engaged.

28.3 The Employer shall consider the request and provide a response to the teacher within 7 working days of the request being submitted. The Employer will not unreasonably refuse the request of the teacher and written reasons for the Employers decision will be provided.

28.4 This provision must not be used to seek additional or different hours to those stated in a "sessional" contract.

28.5 Where a teacher has been engaged on several sessional contracts over a period of no less than 12 months, and these contracts have been for differing amounts of teaching load, they may also apply to become an "on-going" employee in accordance with 28.1 subject to the following:

28.5.1 The teacher shall be entitled to apply for an ongoing position at the lowest teaching load contracted during the previous 12 months;

28.5.2 None of the sessional contracts offered in the previous 12 months were to relieve a teacher during periods of leave; and

28.5.3 There is an ongoing role available for that teaching load.

29. CLASS SIZE MANAGEMENT

29.1 The parties agree to the nominal class sizes of 21 students in English and 26 in other subjects, however, it is acknowledged that these limits are not always achievable in the early stages of an intake and that the employer will endeavour to reduce classes in excess within two weeks from the commencement of that class.

29.2 Where there are class sizes in excess of 21 students for English and 24 students in other subjects, the class arrangements shall be the subject of a timely collaborative and consultative process with staff in accordance with the consultative principles contained in this Agreement. Notwithstanding this consultation process, nothing shall prevent the College from enrolling 26 students in a class (other than English) for the year.

29.3 In exceptional circumstances and following the consultation process contained within this Agreement, the Campus Director and an individual Teacher may agree to have more students in their class for a specified period by mutual consent.

29.4 Specialist classes: Where health and safety guidelines apply to class sizes, the College shall not exceed the sizes set out in those guidelines.

30. COMMUNITY SERVICE LEAVE

30.1 Employees are entitled to Community Service Leave in accordance with the National Employment Standards. An employee who engages in an eligible community service activity is entitled to be absent from his or her employment for following reasons:

- (a) time when the employee engages in the activity;
- (b) reasonable travelling time associated with the activity;
- (c) reasonable rest time immediately following the activity;

Provided that the employee's absence is reasonable in all the circumstances (unless the activity is jury service).

Eligible community service includes jury service and a voluntary emergency management activity.

30.2 Voluntary Emergency Management Activity

An employee is entitled to unpaid leave to engage in an activity dealing with an emergency or natural disaster as a member of an emergency management body such as a rural fire brigade or State Emergency Service.

30.3 Jury Service

An employee required to attend for jury service for any period up to a maximum of twenty working days shall be reimbursed by the college an amount equal to the difference between the amount paid in respect of his or her attendance for such service, and the wage he or she would have received if he or she had not been on jury service. To be entitled to payment the employee, if required by the employer, must produce evidence of the amount of jury service pay the employee received or to which they are entitled.

SIGNATORIES:

For and on behalf of
Study Group Australia Pty Ltd



(Signature)

Position: CAMPUS DIRECTOR

Full Name: A.J. CRANSHAW

Address: TAYLORS COLLEGE

399 Lansdale St Melbourne VIC

Date signed: 17/6/2011 3000

For and on behalf of
the employees as a bargaining representative



(Signature)

Teacher
Position: Negotiating Committee Employee Rep.

Full Name: MARIT ELIZABETH CLAYTON

Address: 104 RIVER ST

NEWPORT 3015

Date signed: 17 June 2011

SCHEDULES AND APPENDICES

Payment of the salary increases and allowance increases effective 13th February 2011 will be made in the last pay cycle of term two (16th June 2011) including back pay for all employees covered by this Agreement.

SCHEDULE A1

SALARY – TEACHER, TEACHER LIBRARIAN, TERTIARY COUNSELLOR AND COUNSELLOR

Level	Current Annual Salary	Annual Salary effective 13th February 2011
3	\$56,599	\$58,750
4	\$58,529	\$60,753
5	\$61,317	\$63,647
6	\$64,102	\$66,538
7	\$66,888	\$69,430
8	\$69,674	\$72,322
9	\$71,929	\$74,662
10	\$74,191	\$77,010
11	\$75,414	\$78,280
12	\$77,489	\$80,434
14	\$82,000	\$85,116

A registered teacher or a teacher librarian (employed as such) or counsellor with a 4 year approved training course beyond secondary school will commence at Level 3.

A registered teacher or a teacher librarian (employed as such) or tertiary counsellor or counsellor with less than a 4 year approved training course beyond secondary school will commence at ninety seven percent (97%) of the Level 3 salary in the first year of service and then progress to one hundred percent (100%) of the Level 3 salary in the second year of service.

Progression up the salary scale will then occur on each anniversary date (Full Time Equivalent) of the employee's appointment to the previous step until the employee reaches Level 14.

SCHEDULE A2

RESPONSIBILITY ALLOWANCE - TEACHER (SUBJECT CO-ORDINATOR)

A teacher who is appointed as a Head of Department+ shall be entitled to additional remuneration and release time based on the following:

Level	Managing the following number of FTE teachers	Release time of Full Time Equivalent	Current allowance per annum	Allowance effective 13th February 2011
Level 1	0 to 1.75		\$4,306	\$4,470
Level 2	2 to 3.75		\$7,535	\$7,821
Level 3	4 to 5.75	.25 for 1 term	\$8,611	\$8,938
Level 4	6 to 7.75	.25 for 1 term	\$9,688	\$10,056
Level 5	8 to 9.75	.25 per annum	\$10,764	\$11,173
Level 6	10 and higher	.25 per annum	\$12,450	\$13,408

* These amounts of time release may be adjusted upwards following discussions with the Campus Director and the individual Heads of Department having regard to specific circumstances that may justify such an increase.

+ The entitlements in the table shall be based upon the FTE staff reporting to the HOD at the time of appointment to the position or at the commencement of the academic year whichever is later. Any subsequent changes to FTE numbers and a resulting reclassification will be dealt with on a case by case basis.

Employees engaged in the positions set out in the table below shall be entitled to time release in accordance with the relevant level.

Position Title	Time Release of Full Time Equivalent
Sports Co-ordinator	0.5
Careers Advisor 1	0.5
Careers Advisor 2	0.25
Activities Co-ordinator	0.25
Examinations Officer	0.25
VCE Administrator	0.25

SCHEDULE A3**DEANS**

Position	Time release of Full Time Equivalent (Non teaching)	Current Annual Allowance	Annual Allowance effective 13th February 2011
Dean	.5	\$ 17,761	\$ 18,436
Associate Dean	.5	\$ 9,688	\$ 10,056
Assistant Dean and Assistant Director of Operations	.25	\$ 6,458	\$ 6,703

SCHEDULE A4**RESPONSIBILITY ALLOWANCE – TEACHER LIBRARIAN**

Current annual allowance	Annual allowance effective 13th February 2011
\$5,140	\$5,335

SCHEDULE B**SCHOOL ASSISTANT IN RECEIPT OF 4 WEEKS ANNUAL LEAVE**

Level/Year	Current Annual Salary	Annual Salary effective 13th February 2011
1/1	\$ 35,822	\$ 37,183
1/2	\$ 38,066	\$ 39,513
1/3+	\$ 40,259	\$ 41,789
2/1	\$ 42,474	\$ 44,088
2/2	\$ 44,689	\$ 46,387
2/3+	\$ 48,010	\$ 49,834
3/1	\$ 49,341	\$ 51,216
3/2	\$ 52,022	\$ 53,999
3/3+	\$ 54,680	\$ 56,758
4/1	\$ 56,020	\$ 58,149
4/2	\$ 57,352	\$ 59,531
4/3+	\$ 58,685	\$ 60,915

SCHEDULE C

SCHOOL ASSISTANT IN RECEIPT OF SCHOOL HOLIDAYS

Level/Year	Current Annual Salary	Annual Salary effective 13th February 2011
1/1	\$ 33,066	\$ 34,323
1/2	\$ 35,137	\$ 36,472
1/3+	\$ 37,162	\$ 38,574
2/1	\$ 39,206	\$ 40,696
2/2	\$ 41,251	\$ 42,819
2/3+	\$ 44,317	\$ 46,001
3/1	\$ 45,546	\$ 47,277
3/2	\$ 48,020	\$ 49,845
3/3+	\$ 50,474	\$ 52,392
4/1	\$ 51,712	\$ 53,677
4/2	\$ 52,941	\$ 54,953
4/3+	\$ 54,170	\$ 56,228

Casual School Assistant:

The salary payable to a casual school assistant under this Agreement will not be less than:

The weekly rate referred to in Schedule C above for the 1st year of experience for the appropriate grade divided by 38 hours and multiplied by 1.25, where the twenty-five percent (25%) loading incorporated into the hourly rate is in lieu of any entitlement to annual leave, annual leave loading, sick leave, carer's leave, compassionate leave, study leave, parental leave and long service leave. The actual hours worked by a casual school assistant will exclude any meal breaks.

APPENDIX 1

Study Group Australia Pty Ltd Flexible Remuneration Packaging Policy

This policy sets out the terms and conditions of such flexible remuneration packaging arrangements as resolved by Study Group Pty Ltd ("the employer").

1. Salary and Benefits:

(i) Gross salaries are paid in accordance with the various Enterprise Agreements and other Workplace

Agreements that the employer has negotiated with its employees.

(ii) Employees may elect to reduce their annual gross cash salary to the extent allowable under

relevant legislation and to receive the amount of such reduction by way of remuneration benefits

rather than cash salary.

(iii) Employees who so elect may take one or more of the allowable expense items as agreed with the employer as remuneration benefits, provided the aggregate gross value of the items (including

Fringe Benefits Tax where applicable) does not exceed the gross value of the cash salary elected

by the employee to forego.

(iv) The cost of any Taxation shall be costed into the employee's Remuneration package, so that the

remuneration package arrangements entered into between the employer and the employee shall not

increase the total cost of the employee's employment to the employer.

2. Review of Remuneration Package:

(i) In the event that there are changes to Fringe Benefits Tax or other legislation which causes the

employer to have to pay additional tax on the value of the benefit items the employee has selected,

then the amount of such tax will be borne by the employee subject to their right to review the remuneration packaging arrangements as provided under sub-clause 2(iv).

(ii) The total remuneration package may be reviewed annually or in the event of any legislative

changes affecting the remuneration package.

(iii) The components or benefit items of the remuneration package may be amended each year as near

as practical to the month of June.

(iv) The employee shall have the right to initiate a review of the components of the "total remuneration

package" provided that the total value of the "total remuneration package" does not change, in the

following circumstances:

(a) separation or divorce;

(b) ill health, including absence due to a work-related injury;

(c) extended leave including parental leave;

(d) substantial change to the employee's cash salary amount;

(e) change in the employer's Fringe Benefits or other tax status;

(f) change in the terms and conditions of the employer's Enterprise Agreements or other workplace Agreements relating to flexible remuneration packaging arrangements;

(g) any other reason acceptable to the employer.

3. Administration Issues:

(i) The employer will appoint a Remuneration Administrator. The Remuneration Administrator so

appointed will administer the employer's flexible remuneration packaging arrangements, subject to

regular reviews of the Administrator's performance.

~~(ii) The annual fee charged by the Remuneration Administrator for administering expense payments~~

made under the "total remuneration package" shall be payable by the employee. This fee can be

included in the employee's "total remuneration package" as an expense payment item.

(iii) All other fees that may be charged from time to time by the Remuneration Administrator for

providing remuneration packaging counselling advice for each employee shall be met by the employee.

(iv) In the event of termination of employment with the employer for any reason whatsoever, the

calculation of all statutory leave entitlements such as long service leave, severance pay (i.e.

redundancy) and annual leave shall be at the rate applicable to the employee's salary (as defined in

the Certified Agreement or Workplace Agreement) and their elected benefit items.

(v) If any part of the "total remuneration package" has been paid in advance and this arrangement is

subsequently terminated, for whatever reason, then such amount as has been paid which is more

than the pro rata entitlement as at the date of termination of employment, shall be deducted from

any final moneys due to the employee by the employer.

(vi) A reconciliation of the "total remuneration package" will take place just prior to the completion of

the "package year". Any benefit item amount not used shall be paid to the employee in cash and

will be liable for payment of PAYE income tax thereon. The "package year" is from July 1 to June

30, during the period that this policy remains effective.

4. Superannuation:

(i) Subject to any legislative, policy or fiscal changes made to superannuation by either the Commonwealth Government or the employer's superannuation fund, the employer shall make

superannuation contributions for the employee's benefit to the specified superannuation fund on

the same terms and conditions as applied as at the date of commencement of the employer's

Certified Agreement and Workplace Agreements between the employee and the employer in accordance with this policy.

5. Confidentiality and Acknowledgment:

(i) The terms of any agreement between the employer and an employee in respect to flexible remuneration packaging will be kept confidential by the employer and the Remuneration Administrator (subject to any statutory or legislative reporting requirements), but may be divulged

by the employee to any person the employee so desires.

(ii) The terms and conditions of any agreement between the employee and the employer in accordance

with this policy relate only to that employee's "total remuneration package".

(iii) It is acknowledged and accepted by the employee that the employer is not liable for taxation or any

other liabilities, judgements, penalties or outcomes of any sort incurred by the employee resulting

from entering into any flexible remuneration packaging arrangement in accordance with this policy.

(iv) In accepting this offer of flexible remuneration packaging in accordance with this policy, the

employee confirms that the benefit items selected for the "total remuneration package" are legitimate expense items and that funds availed of by the employee under the flexible remuneration packaging arrangement will be used to pay the said expenses.

APPENDIX 2

Indicative Duties for School Assistants

The following indicative criteria is to be used for determining the level of appointment of a school assistant. The criteria is of a general nature for classification purposes and should not be considered as an exhaustive or exclusive job specification.

LEVEL ONE

General Work Description:

This classification applies to employees who are engaged in routine duties requiring no specific skills, prior experience or prior training.

Direction:

The school assistant at this level requires direct supervision meaning:

- The work performed is checked regularly;
- The choice of actions required is clear; and
- Routines are established, methods and procedures are predictable.

Supervision:

The school assistant at this level receives direct supervision from a higher-level school assistant (excluding level 2), teacher or Campus Director. A school assistant at this level shall not supervise other school assistants. The school assistant at this level has no relevant experience or qualification to perform the tasks required.

LEVEL TWO

General Work Description:

An employee at this level is not required to have any qualifications and is required to perform any combination of a wide range of functions under direct supervision. The school assistant, after gaining experience, may exercise some degree of autonomy and discretion. The school assistant at this level would need little or no prior experience to perform the tasks required.

Direction:

The school assistant at this level requires specific supervision meaning:

- Receives instructions on what is required and how it is to be performed;
- Is subject to progress checks with tasks being continuously monitored; and
- Requires basic technical knowledge or prior experience.

Supervision:

The school assistant at this level receives direct supervision from a higher-level school assistant, teacher or Campus Director.

Laboratory Assistant

- Photocopying, collating and stapling of material
- Cleaning up after class activities
- Set out equipment and materials for classrooms/department use
- Assist with stocktaking of equipment/materials
- Assist with care of flora/fauna
- Direct staff and students to resources
- Assist with the care and operation of equipment and prepare class sets for faculty use

- Prepare chemicals and other laboratory solutions under clear instruction
- Ensure an adequate supply of materials and equipment is available
- Assist teaching staff and senior technical staff with enforcement of appropriate safety measures
- Assist with use of computers both for record keeping and as used in classrooms

Library Assistant

- Sort out mail
- General photocopying and distribution of various library correspondence
- Collect, sort, shelve and tidy library material as required
- Under direction, perform end-processing duties on library material in accordance with library procedures
 - e.g. marking, labelling, covering, security tagging and repairing
- Under direction, assist with the circulation and security of library items
- Maintain records of overdue loans of library materials and equipment and issuing of overdue notices as required
- Assist in the preparation of displays and exhibits in the library
- Audio and video recording as directed
- Assist users with library equipment, such as photocopiers and basic AV equipment
- Maintain the running of library photocopiers
- Record library statistics
- Participate in stocktaking
- Under direction, assist with less complex accessioning, cataloguing and recording of details of library material
- Follow up overdue loans
- Explain the function and use of the library and library equipment to individual users
- Assist staff and students to use the catalogue and/or locate library material
- Answer ready-reference enquires
- Undertake bibliographic searching and verification using computerised databases and bibliographic tools
- Under direction, assist students using various research tools e.g. CD-ROMS, Internet and printed indexes
- Assist with the maintenance of specialist collections e.g. AV, Periodicals, CD-ROMS
- File and store computer software e.g. CD-ROMS, computer disks
- Audio and video reproducing as required for educational purposes

Art/Graphics Assistant

- Cleaning up after activities
- Photocopying, stapling and collating of material
- Under direction, assisting students using art/graphics equipment
- Assist with ordering of materials/stocktaking
- Set out materials/equipment for classroom use
- Direct staff and students to resources
- Assist with care and use of equipment for classroom use
- Assist in the maintenance and creation of displays
- Collecting and filing resource material
- Answer ready reference enquires
- Ensure an adequate supply of materials and equipment is available

Student Support Services Assistant

- Informing YLCs of extended student absences and requesting that work be sent
- Daily issuing of report back cards

- Daily printout and monitoring of student attendance through telephone calls, class checks and sourcing information for students
- Maintaining records on Pastoral Care history sheets
- Monitoring students through referrals/interviews along the Attendance Pathway, or with other appropriate personnel
- Monitoring/maintaining updates of students' addresses
- Follow-up student interviews for PCC – eg under 18, change of address
- Receiving and checking Student Data forms
- Recording new student details on history sheets
- Printing out Starter list and Student/Guardian lists - new intakes
- Assisting with late arrival of new intakes – timetables, induction
- Answering student general inquires – eg TFN/work visa, change of student detail forms, mail
- Printing out photo labels for new intake
- Faxing/photocopying
- Ordering of printed forms

LEVEL THREE

General Work Description:

An employee at this level undertakes duties that require knowledge and skills that may be gained by the completion of a relevant post secondary qualification or from on-the job experience considered equivalent by the employer. The employee may be required to perform any combination of a wide range of functions under routine direction but may, after gaining experience, exercise some degree of autonomy.

Direction:

The school assistant at this level receives routine direction meaning:

- Receives instruction on what is required, on unusual or difficult features and when new techniques or practices are involved, on the method of approach;
- Is normally subject to progress checks usually confined to the unusual or difficult aspects, and has assignments reviewed on completion; and
- Has the technical knowledge and/or experience to perform basic duties usually without technical instructions.

Supervision:

The school assistant at this level receives direct supervision from a higher-level school assistant, teacher or Campus Director. The school assistant at this level may be expected to supervise school assistants from Level 1 or 2.

Laboratory Technician

- Assist with labelling, storage, stocktaking and ordering of equipment and material
- Ensure maintenance of equipment and materials
- Care of flora and fauna
- Preparation of teaching aids under direction
- Preparing of solutions
- Maintaining inventory of equipment
- Assist teachers in the supervision of science experiments
- Advise and assist staff in safety matters relating to a specific functional area e.g. handling of chemicals

- Assist with the development of procedures relating to the use and maintenance of equipment and material
- Word processing of material
- Manufacturing and servicing equipment
- Ordering supplies and materials

Library Technician

- Assist in the delivery of library educational programs, library equipment and computers to students
- Coordinate inter-library loans
- Assist in evaluating and selecting printed library material
- Assist in evaluating and selecting AV materials and computer software
- Prepare complex and descriptive accessioning, cataloguing and recording of details of library materials
- Responsible for the preparation of displays and exhibits
- Produce library materials e.g. library guides, flyers, etc
- Responsible for the inventory of AV equipment
- Operate and maintain AV equipment e.g. televisions, video recorders, etc
- Provide general AV technical support

Art/Graphics Technician

- Ensure maintenance of materials and equipment
- Report, care for, clean and arrange for repair of all equipment
- Responsible for displays of work
- Assist teachers in the demonstration of Art and Graphics materials and equipment
- Preparation of teaching aids under direction
- Assist in advising students on the use of materials and equipment
- Ordering supplies and materials
- Development of procedure regarding the use and care of equipment and materials
- Maintaining inventory of materials and equipment

Student Support Services Officer

- Monitor the welfare of students
- Consult with and provide information on students to Counsellors, Nurses, Year Level Coordinators, Vice Campus Director, Campus Director and other staff members as relevant
- Monitor student attendance and maintain student attendance records on approved systems
- Report on student absentees to relevant staff members and follow up on student absentees to determine reasons and legitimacy
- In consultation with either Year Level Coordinator or the Vice Campus Director, communicate to parents on student attendance matters
- Distribute student mail

LEVEL FOUR (Access to this level is subject to satisfactory performance)

General Work Description:

An employee appointed to this level may be required to be directly responsible for the supervision of other

school assistants and/or be responsible for a functional work area. The employee is required to have the knowledge and skills required at Level 3, is required to undertake duties needing additional experience or knowledge such as may be gained by the completion of a relevant post secondary qualification or from on-the job experience considered equivalent by the employer. The employee will be required to exercise significant initiative and discretion and is required to demonstrate expertise.

Direction:

The school assistant at this level receives general direction meaning:

- Receives general instructions, usually covering only the broader technical aspects of the work
- May be subject to progress checks usually confined to ensuring that, in broad terms, satisfactory progress is being made; and
- Although technically competent and well experienced may, on occasion, receive more detailed instructions.

Supervision:

The school assistant at this level receives little or no direct supervision and would be expected to take significant initiative and responsibility but would still be ultimately responsible to a subject coordinator or Campus Director.

Laboratory Technician

- Explain the function and use of equipment to students
- Evaluate and select equipment and make recommendations for purchase
- Demonstrate experiments or lab techniques
- Implement procedures relating the use and maintenance of equipment and materials
- Provision of technical assistance and advice as requested
- Assist in the planning and organisation of laboratories and field work
- Testing of experiments
- Culturing, preparing for use and being responsible to the subject coordinator for the security of bacterial, viral or other like substances
- Responsible to the subject coordinator for proper storage, control, handling and disposal of hazardous or toxic substances

Library Technician

- Prepare and conduct training classes for students and staff on how to find library materials efficiently and effectively through using the automated library system, library CD-ROM and Internet network and printed index resources
- Deliver library educational programs (orientation tours)
- Answer reference and information enquires, other than ready-reference enquires
- Manage and maintain specialist collections e.g. AV, Periodicals, CD-ROMS
- Supervise the operation of the library circulation system, including the development of borrowing strategies
- Responsible for the Dewey classification of library material
- Liaise with subject coordinators on curriculum
- Liaise with outside bodies (schools, other libraries, educational authorities) regarding the use of and access to external library materials
- Participate in library policy formulation, library planning and library budgetary recommendations and management

- Preparing various reporting relating to the library's service and overall operation
- Responsible for the maintaining, storing and copyright issues regarding computer hardware and software
- Ensure the security of AV equipment

Arts/Graphics Technician

- Ordering of materials and equipment
- Testing of equipment
Demonstrating to staff and students knowledge regarding the use and care of equipment and materials and artistic techniques
- Developing policy and procedure regarding the use and care of equipment, including health and safety
- Evaluate and select equipment and make recommendations for purchase Prepare and conduct training classes for certain techniques and art/graphic procedures
- Manage and maintain specialist collections/research material
- Production of teaching aids
- Liaise with subject coordinators on curriculum
- Assist in the organisation of excursions, with recommendations as to their suitability made

Student Support Services Coordinator

- Supervise Student Support Services staff.
- Participate in Student Management Group meeting
- Coordinate the distribution of student mail
- Monitor the welfare of all students with specific responsibility for under 18 year olds. Consult with and provide information to School Counselor, School Nurse, Year Level Coordinators, Deputy Campus Director, Campus Director and any other member of staff as appropriate
- Coordinate the attention given to each student by Student Support Services staff
- Issue "report back information cards" and follow up with students/teaching staff as appropriate
- Monitor attendance patterns of all students
- Maintain student attendance records
- Inspect and record notes received from students returning from an absence
- Examine the cause of student absence in consultation with other staff
- Refer students to the appropriate professional staff member
- Follow up on absent students
- Arrange for work to be provided to students who are unable to attend
- Communicate to parents on attendance matters
- Interview prospective caregivers as designated by Campus Director.
- Prepare and publish confidential report on serious cases.
- Implement Student Support Services strategies as required.