



# Expression of Interest

## Teacher Aide Library – 15 hours/week

### **About the opportunity**

Western Cape College is currently seeking applications from highly motivated persons with proven practical skills to join our team in The Resource Centre (Library) for the remainder of the 2025 school year, with the possibility of an extension.

The successful applicant will be required to work closely with students, teachers, teacher aides, and other professionals to support learning outcomes for our students.

### **About the Role**

Commencing in Term 3 2025, this position is for 15 hours per week and days/hours of week can be negotiated with the successful applicant pending operational requirements and availability.

### **Duties will include (but are not limited to):**

- Lending and return of resources
- Shelving of resources
- Manage overdue notices
- Covering of resources
- Mending damaged resources
- Keeping the library tidy
- Library general enquiries from staff as well as students
- Assisting and maintaining library displays
- Assisting with library stocktake

### **Suitability Assessment Criteria:**

- High level attention to detail
- Good time management skills
- Ability to work proactively with minimal supervision
- Proven ability to communicate effectively with students, parents, staff and the wider community.
- Ability to work effectively in a team environment.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. To apply for a blue card please go to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

The successful applicant must also pass a Criminal History Check.  
A non-smoking policy is effective in Queensland Government buildings and offices.

**Enquiries regarding this position should be directed via email to [payroll@westerncapecollege.eq.edu.au](mailto:payroll@westerncapecollege.eq.edu.au)**

Applicants are to submit a brief resume; contact details for 1 referee (should be your current or most recent supervisor); and a maximum 2-page written response outlining your suitability for the role referring to the Suitability Assessment Criteria outlined above and making particular reference to your experience in the outlined duties and responsibilities.

**Applications should be submitted by email only to:**  
**Attention: WCC HR – Teacher Aide – Resource Centre**  
[payroll@westerncapecollege.eq.edu.au](mailto:payroll@westerncapecollege.eq.edu.au)

**Applications close 3.00pm Wednesday 18 June 2025**