



Position Description

Classroom Support Technician – Doreen Campus

Purpose of position	The <i>Classroom Support Technician – Doreen Campus</i> is responsible for providing administrative and practical support to the teaching staff with classroom set up, provision of resources and maintenance of the classrooms especially those relating to Science, Textiles, Visual Art and Wood Technology. They will liaise with those involved in similar roles across the College who will support them with their work. As the Doreen Campus grows this role will evolve into a Classroom Support Technician position which focusses on a smaller number of learning areas.
Staff Team	Science, Visual Arts, and Technology Teams
Reporting to	Director of Differentiated Educational Practice – Doreen Campus
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 3, Category C
Salary and benefits	<ul style="list-style-type: none"> • Salary as per Catholic Education Multi Enterprise Agreement 2022 • Salary range: \$78,206 - \$88,613
Commencement date	January 2025
Employment conditions	<ul style="list-style-type: none"> • Full-time • Ongoing • 7 Weeks school holidays • Working hours are 8.00am to 4.06pm, Monday to Friday (30-minute lunch)

	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • be subject to a satisfactory National Police Record Check and Employee Working with Children Check <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant extensive experience</p> <p>Experience in the education sector or relevant skilled areas would be an advantage but is not essential.</p> <p>Relevant training and certificates to support the relevant learning areas (training can be provided by the College)</p> <p>A current Victorian driver's licence and access to vehicle.</p> <p>A current Working with Children Check.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
 - Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
 - Energetically contribute to the realisation of the strategic intent of the College
 - Foster a culture of collaboration and curiosity
 - Order, prepare and manage resources for Science, Textiles, Visual Art and Wood Technology classes at the Doreen Campus
 - Follow policies and procedures related to the use, storage and disposal of resources within the learning areas
 - Promote safe practices in the learning program
 - Implement operational guidelines and practices in learning spaces in accordance with the OH&S Act
 - Maintain records of staff inductions into the use of learning spaces and resources
 - Ensure that all MSDS are up to date across the Campus in all curriculum related areas
 - Maintain asset registers for learning areas and conduct an annual stock-take
 - Supervise students while performing their normal duties but not instead of a teacher
 - Foster the culture of Child Safety at the College
 - Complete operational and administrative responsibilities including the assisting with the preparation and monitoring of relevant budgets and resource development
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Skills in supporting preparation of resources for Science, Textiles, Visual Art and Wood Technology classes
- Skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

September 2024