



Design and Digital Technologies/STEAM Technician

Reports to	Learning Leader: Design and Digital Technologies
POL Level	NA
Salary Range	As per the CEMEA commencing at ESB 3.1 (\$75,077)
Time Allowance	47 periods per cycle (1.0 FTE)
Tenure	Ongoing

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of our staff, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

As staff at Thomas Carr College, we work collaboratively with our colleagues to be innovative and passionate educators, with our students at the centre of all that we do. This is achieved by working with all members of our community to provide a high-quality education for all our students. This extends to nourishing their faith life and supporting their overall learning and wellbeing needs whilst creating a culture that inspires students to shine in all that they do.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



OVERVIEW

The College embraces a learning culture where excellence in the spiritual, academic, cultural and co-curricular areas is encouraged, recognised and celebrated. Relationships are the cornerstone of learning at Thomas Carr College and are central to the community's wellbeing.

Our staff draw upon the Berry Street Education Model as a key strategy in supporting the learning and wellbeing needs of our students.

KEY RESPONSIBILITIES

MAINTENANCE OF EQUIPMENT AND RESOURCES

- Carries out or outsources maintenance of all power tools, equipment and machines in the Trade Training Centre, Design and Digital Technology classrooms and the STEAM Centre.
- Keeps a log of all repairs.
- Maintains good condition all hand tools.
- De-commissions and isolates faulty or unsafe equipment.
- Conducts weekly documented, safety checks on all plants in the faculty.
- Empties dust extraction bins on a regular basis.
- Routinely tags and tests electrical equipment.

ASSISTS TEACHERS IN PREPARATION FOR THEIR TEACHING

- Orders and or collects materials for use in Design and Digital Technologies classrooms, and also the STEAM program.
- Safely stores materials and equipment for use within classrooms.
- Supports teachers in the preparation of materials and equipment for lessons.
- Assists with the setup of College events such as Arts Technology Gala, Open Day, College production and other events as required.

SUPPORTS STUDENT LEARNING IN THE CLASSROOM

- Assists with demonstrations and introductions in classrooms.
- Actively present during lessons to support students' learning and offer feedback if required.
- Returns the classrooms to order after lessons end.

OCCUPATIONAL HEALTH AND SAFETY

- Ensures all materials are safely stored in accordance with OH&S guidelines.
- Ensures chemicals are correctly stored and recorded in accordance with OH&S guidelines and Dangerous Goods regulations.
- Carries out other duties relating to maintaining a safe working environment for staff and students as directed by Learning Leader: Design and Digital Technologies.
- Is proficient in the use of laser cutters, 3D printers and power-tools to prepare materials for safe use within classrooms.

CHILD SAFETY

- Be responsible for applying the College's Child Safety Policy and procedures including being compliant with the Child Safety Code of Conduct at all SACCSS events, training and other related activities.



- At all SACCSS events, training and other related activities, ensure SACCSS Coaches and other staff are proactive in reporting any concerns or identified risk, and they always monitor and support student wellbeing in a manner which reflects school values.

TEAM ENGAGEMENT

Be an active member of:

- Design and Digital Technologies team
- STEAM team

COLLABORATES WITH:

- Director of Learning and Growth: Curriculum
- Learning Leader: Design and Digital Technologies
- Other STEAM Learning Leaders on an occasional basis.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

ATTRIBUTES

Applicants should be able to demonstrate the following attributes:

1. A strong understanding of, and commitment, to Catholic education.
2. An understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it.
3. Be an exemplary educator and demonstrate the knowledge and expertise in the relevant subject areas related to this role including the relevant qualifications.
4. The ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
5. Excellent communication, administrative and organisational skills.
6. A commitment to professional learning and growth in the support of student learning.

QUALIFICATIONS

- Appropriate tertiary or trade qualifications
- Tag and Testing accreditation (or working towards)
- Proficiency in occupational health and safety of the area (or working towards)
- CECV Accreditation to Teach in a Catholic School (or working towards)

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022.

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.