

EDUCATIONAL LEADERSHIP: Science Laboratory Technician

Recruitment on Line Position Number: 1116095

Education Support: Ongoing Level 1 Range 2; Time Fraction: 0.8, 48/52.

The 0.8 time fraction will be distributed over 5 days.

Commencement: 16 April 2018

College Profile

Mullauna College in Mitcham is a child-safe learning environment. Our school has a long and proud history of academic excellence and providing a stimulating and secure learning environment for students. Our vision is that we are a vibrant learning community in which all members of the community are continually learning and striving to improve. In this we exemplify the college motto of *Success Though Learning Together*. Students are supported and encouraged to aspire to achieve their personal best in academic and co-curricular endeavours, and to be persistent and resilient learners who value curiosity in themselves and others.

While the college focus is very much on academic excellence the belief that happy, healthy, resilient students learn best and achieve their best is a guiding philosophy. Students are supported in their intellectual, emotional, social and physical development by a highly professional group of teachers and education support staff

In the classroom the focus is on creating a learning environment that is current, stimulating, rigorous, values excellence and centred on the learning of every child. Mullauna College provides students with access to up-to-date ICT resources that supports *any time, any place, any platform* learning. We believe that it is essential that our students see themselves as global citizens who have a valuable contribution to make society at every level. Students participate in a comprehensive co-curricular program that includes camps, sport, music, the performing arts, debating, leadership, student governance and service.

Mullauna College is entering an exciting new era with the significant upgrade of learning spaces which will accommodate flexible curriculum opportunities for students and facilitate teachers' innovative and collaborative practice. The facilities upgrade is a mix of new and renovated spaces and includes:

- a new Junior Learning Centre and renovated science classrooms
- a new Arts and Design Centre
- a 'Fab Lab' and a 'Hack Lab' for interdisciplinary, STEAM learning
- a tiered external seating area and landscaping linking the new buildings
- a new Master Chef style kitchen and pantry
- renovating the library to accommodate a library and a Staff Centre which will bring all teachers and Support Staff out of satellite staff rooms and into the one building
- creating a new VCE Learning Centre and Common Room in the current Food Tech building
- constructing a new pedestrian entrance and upgrading the view of the college from Mitcham Road.

The Leadership Team has been investigating the opportunities that **Makerspaces** provide in delivering **STEAM** curriculum particularly for students in years 7 to 9. The college is interested in offering students the chance to be involved in big projects that encompass a variety of disciplines and which facilitate authentic, deep learning.

Role Statement

The position is advertised as Level 1 Range 2 and 48/52 as the school is seeking to recruit an experienced Lab Tech, preferably with state secondary college experience. The 0.8 time fraction is distributed over 5 days.

Level 1 Range 2 officers perform and/or supervise tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks

are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of Range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, Range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles (e.g. enrolled nurses) that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Responsibilities

Provide specialist advice, under supervision of senior personnel, to students in relation to the handling and use of materials and equipment.

- Advise and assist staff in safety matters relating to a specific functional area, e.g. handling of chemicals in a science laboratory.
- Assist with the provision of a reference service to teachers.
- Develop and implement safety procedures within work and/or teaching areas in accordance with school policy and relevant safety legislation.
- Advise teachers about technical components of curriculum implementation.
- Manage experiments and/or use of equipment and materials under the supervision of teachers and provide basic instruction where required.
- Initiate, design and develop basic computer systems and undertake routine software design.

Duties

1. Be responsible for the efficient operation of the science laboratory area.
2. Develop and implement measures for safe handling/storage/disposal of hazardous substances in accordance with relevant regulations. Accurately maintain the Materials and Safety Data Sheets (MSDS).
3. Develop and implement operational guidelines and practices in the laboratory.
4. Trial experiments.
5. Review, evaluate and modify laboratory practice – suggest alternatives/develop practical exercises.
6. Provide input into unit formulation or curriculum planning.
7. Produce resource materials.
8. Obtain appropriate licences/permits for use of plant/animals/chemicals etc in the science laboratory.
9. Create and maintain chemical and equipment databases

10. Coordinate use of all science materials around the school.
11. Operate specialist laboratory equipment and instruments
12. Oversee maintenance of equipment.
13. Liaise with companies regarding use of materials.
14. Liaise with other schools to share laboratory resources.
15. May perform role in selection of laboratory staff and provide induction for new laboratory staff.
16. Use department computers for record keeping and classroom experiments.
17. Liaise with sales representatives
18. Evaluate and select equipment, and make recommendations for purchase.
19. Keep records of purchases and incoming orders
20. Annual stocktake
21. Conduct safety audits for the laboratories.
22. Maintain a petty cash system
23. Perform other duties as directed by the Principal Team.

Child Safety Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at :-

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

Selection Criteria

Demonstrated competency in managing the issues involved in efficiently coordinating the requirements of a science faculty in a secondary school setting is required. You may demonstrate these attributes in the following criteria responses:

- SC1 Demonstrated experience and skills in coordinating a specific education support function.
- SC2 Demonstrated capacity to supervise the work of other support staff and to develop procedures and guidelines relating to the work area.
- SC3 Demonstrated high level oral and written communication skills.
- SC4 Possess the technical knowledge, expertise and qualifications relevant to the position.
- SC5 Demonstrated capacity to provide advice and support to management in respect to the work area.
- SC6 Demonstrated commitment to professional learning and growth for both self and others.
- SC7: Demonstrated capacity to adapt to and manage change in the workplace

To apply

Applicants should access the college website and may contact Principal Barbara Laidlaw 9874 3422 for further information concerning this position. The School Strategic Plan, the Annual Implementation Plan and the Annual Report are available on the college website.

Applications for this position must be lodged via **Recruitment Online** by the advertised closing date; late applications will not be considered.

Applications should be prepared in a standard font, preferably ARIAL or TIMES NEW ROMAN, at size 11 or 12. Pages should be single sided and have well delineated sections using clear headings.

Applicants are advised to include:

1. A cover sheet providing the name of the applicant, record number (where applicable), home and school email address, telephone number and a telephone number where the applicant can be contacted during business hours.
2. A specific response to each of the seven selection criteria of no more than one page per criterion.
3. A separate curriculum vitae that is a summary of experience and qualifications.
4. The names of three referees including contact details, work and mobile phone numbers, email address, current position and relationship to the applicant, and a short explanation as to which selection criteria each referee can best comment on.