



St John's Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

## KEY RESPONSIBILITY AREAS AND DUTIES

### Personal and professional conduct:

- Demonstrate a commitment to the ethos, policies and practices of St John's Regional College;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community;
- Have regard for the need to safeguard students' well-being by following relevant statutory guidance (e.g Disability Standards for Education, 2005, Child Safe Policy) along with school policies and practice;
- Uphold values consistent with those required from teachers by respecting individual differences and diversity;
- Be committed to improving practice through self-evaluation and awareness;
- Attend relevant Professional Learning consistent with ARM and Annual Goals (including Education Support Employee Professional Learning under the direction of the Business Manager);
- Attend College events as required.

### Working with others:

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Share knowledge to inform planning and decision making
- Work collaboratively with subject teachers and other colleagues, including visiting teachers

### General Duties

- Work closely with the relevant Learning Area Leader;
- Maintenance of equipment and machinery in art, graphics, music, media and drama such as:
  - cleaning of kilns;
  - pottery wheels;
  - air brush tools;
  - printing equipment and other general tools;
- Organise listing and storing of equipment and students products in the storerooms;
- Assist in preparation of classroom production activities, eg: preparation of palettes, sizing and cutting of acrylic, timber, paper and other materials, loading/unloading kilns etc;
- Collect materials from local suppliers;
- Assemble displays of student work in the classrooms;
- Liaise with teachers within the faculty;
- Assist on excursions;
- Assist in preparation of extra curricular activities such as putting up display boards, organising backdrops and moving of students work during Arts Week;
- Assist in the ordering and processing of materials;



- Maintenance of the Art and Music Assets Register;
- Attending College meetings, assemblies, community and liturgical celebrations and after-hours events;
- Contributing to a safe work environment and complying with all OH&S policies and procedures;
- Other Duties as required by the Principal.

## POSITION REQUIREMENTS

All applicants should be able to demonstrate:

- Alignment with values and Catholic ethos of the College;
- Commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Effective time management, administration and communication skills;
- Enthusiastic and highly motivated to contribute;
- A proven capacity to work collaboratively, sustain professional relationships and build an effective team culture;
- Commitment to personal professional learning and the development of team based practices;
- A commitment to contribute to a culture of school improvement;
- Well-developed IT knowledge and skills including a knowledge of, and experience in, the application of digital technologies in the area of inclusive education;
- Maintain high work standards with minimal supervision;
- Flexible and able operate effectively in a changing environment;
- Working With Children Check for Victoria and National Police Record Check required.

## OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies via the College website and compli space.



## CHILD SAFETY

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

## POSITION DETAILS

All duties and responsibilities are pro-rata for part time staff.

The position may also include other duties as outlined from time-to-time by the Principal.

All employees at St John's Regional 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.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.