



Saint Ignatius College Geelong

Science Laboratory Technician

Role Statement

as at 25 August 2016

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

1.0 Nature of this role	
	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education. • The staff member appointed to the position of Science Laboratory Technician is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.
2.0 The general responsibilities and accountabilities of this role	
	<ul style="list-style-type: none"> • Direct accountability is to the Science Learning Area Leader • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Support the Science Teaching and Learning Programs by managing the College's Science Laboratories and providing assistance to Science Teachers • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Principal
3.0 The specific duties of this role	
Laboratory Technician	<ul style="list-style-type: none"> • Assemble and clean away equipment and materials for practical work and demonstrations as requested by the science teachers • Provide support to science teachers who are unfamiliar with particular items of equipment or practical exercises • Induct new teaching staff in relation to triggering and resetting emergency cut-offs, safety and clean-up procedures, equipment storage in the laboratories and booking procedures • When requested, trial practical exercises or demonstrations for workability within the classroom

	<ul style="list-style-type: none"> • In consultation with the Science Learning Area Leader, set up and maintain the laboratory facilities/resources, including maintenance of equipment and cleanliness of Science laboratories and equipment • Dispose of used chemicals and specimens in accordance with current regulations • In consultation with the Science Learning Area Leader order and obtain supplies of necessary items and equipment to maintain stores at a suitable level • Maintain and update the chemical register and order all supplies of chemicals for the Science Department • Maintain the chemical storeroom with zones, labelling and signage in accordance with current work safety regulations • Maintain, write and update the risk assessments for practical activities that are potentially hazardous • Maintain an up-to-date file of equipment and materials, including a borrowing register • Determine and undertake specialist cleaning procedures • Monitor new developments in procedures and technologies and inform the Science Learning Area Leader • Prepare teaching aids for display, when requested and in consultation with the Science Learning Area Leader • Maintain all biological specimens (plants and animals) in the laboratories • Collect samples and specimens when required
<p>Child Safety and Pastoral Care</p>	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
<p>Contemporary Practices</p>	<ul style="list-style-type: none"> • Support a stimulating learning environment • Embrace the use of information and communications technologies • Liaise with appropriate staff to provide the best possible support for teachers' implementation of the curriculum
<p>Curriculum Development</p>	<ul style="list-style-type: none"> • Contribute to curriculum review by assisting in the implementation of new practical activities and demonstrations • Evaluate and cost new resources to enhance existing practical activities • Attend learning area meetings as scheduled
<p>Professional Development</p>	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in relation to your role • Commit to ongoing professional development in relation to your role • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role

4.0 General, Administrative and School Community duties	
	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries
5.0 This role involves participation in the following Co-Curricular activities	
	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements • Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration	As per the Victorian Catholic Education Multi Enterprise Agreement 2013. Remuneration and hours will be as agreed according to your contract of employment
Other requirements	<p>Employees must have and maintain</p> <ul style="list-style-type: none"> • Valid Working with Children Check • Valid National Police Record Check every 5 years