



## ARTS & TECHNOLOGY TECHNICIAN

### POSITION DESCRIPTION

**Our Vision:** Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values, and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

**Our Touchstone Statement:** *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

### POSITION SUMMARY

The Arts and Technology Technician will foster the Mercy Values of Compassion, Justice, Respect, Hospitality, Courage, and Service across the College, through their role they will enhance the culture of Catherine McAuley College.

The Arts and Technology Technician will provide practical support and assistance to art and technology teachers. This will involve preparing and setting up the classroom including equipment. The Arts and Technology Technician works in partnership with teaching staff to provide effective learning outcomes for students at the College.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Arts and Technology Technician

- Implement, maintain, and review measures for proper storage control and handling or disposal of dangerous or toxic substances.
- Prepare required materials for classes in Arts and Technologies by prior arrangement with teachers and Arts and Technology Learning Leader.
- Investigate and provide advice and options on contemporary resources and research as it relates to the arts and technology areas.
- Provide technical support to teachers, including maintaining, evaluating, and making recommendations for the purchase of technical and other equipment.
- Provide technical support to staff as it relates to consumables and equipment.
- Maintain equipment including, the kiln, 3-D printers, sewing machines and laser cutter.
- Assist teaching staff in the classroom with the design/demonstration of specialised equipment, including 3-D printers and laser cutter.
- Report damage of equipment and arrange repairs.
- Maintain mount and display student works throughout the college and at relevant events.
- Routine ordering of supplies and materials that relate to practical requirements.



	<ul style="list-style-type: none"> <li>• Clear away classroom demonstrations/activities in a timely manner as appropriate – with the expectation that students and staff ensure their areas are cleaned where possible themselves following activities.</li> <li>• Maintaining sinks and taps etc to ensure that they are available for use.</li> <li>• Carry out labelling, storage, ordering of equipment and consumables.</li> <li>• Carry out maintenance of equipment and materials, including the storerooms at both campuses.</li> <li>• Work in collaboration with arts and technology staff across both campuses to maintain a cohesion of resource and information.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> <li>• Participate in the staff appraisal process.</li> <li>• Be an active member of a relevant professional association as duties permit.</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain current mandatory reporting and anaphylaxis training.</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing.</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> </ul>

## KEY SELECTION CRITERIA

<b>Qualifications and Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Prior work experience or tertiary study in the use and maintenance of Art and Technology equipment.</li> <li>• A willingness to learn and problem solve this equipment.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Personal sense of initiative, innovation, and enthusiasm.</li> <li>• Outstanding communication and interpersonal skills to build relationships with key stakeholders such as children, parents, and the school community.</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g., school sports, sacramental programs, liturgies, school camps/excursions.</li> <li>• Ability and willingness to accept policy directives.</li> <li>• Ability to manage complex tasks with minimal supervision.</li> <li>• Ability to develop and maintain strong working relationships with key stakeholders.</li> <li>• Capacity to work to tight timelines.</li> <li>• Proven capacity to work independently.</li> <li>• Sound organisational skills including strong attention to detail.</li> <li>• Proven time-management skills.</li> </ul>



<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check</li> </ul>

## EMPLOYMENT CONDITIONS

<b>Appointment</b>	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
<b>Reports to</b>	Arts and Technology Learning Leader Director of Learning and Teaching
<b>Conditions</b>	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022 or as varied or replaced.  This is a part-time position.
<b>Review and Appraisal</b>	As an employee of Mercy Education Limited this appointment will comply with the contract of employment.  The incumbent is subject to the College's Annual Review Policy.
<b>Professional Development</b>	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.