

<b>POSITION TITLE:</b>	Technologies Support Officer
<b>REPORTS TO:</b>	The Principal
<b>CLASSIFICATION:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland School Officer Level 3</i>
<b>AUTHORISATION:</b>	Executive Director

## Catholic Education Services – Diocese Of Cairns

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## Newman Catholic College Overview

Newman Catholic College, co-located on James Cook University site, Smithfield, is Cairns Catholic Education's newest college, joining a system of 29 other catholic schools and colleges. Opened in 2022, with approximately 140 Year 7 students and growing a year level each year until Year 12 is reached in 2027, its location on and interaction with the University presents endless opportunities to meet the diverse learning needs of our students. Newman Catholic College works collaboratively with James Cook University so that learning and teaching is enhanced at all year levels.

Our curriculum at Newman Catholic College centres on design, digital and inquiry-based learning. It is strategic in its intent to promote the development of skills such as problem solving, critical analysis, and creative thinking; a curriculum that is innovative, digital and design focused, and forward thinking for all students, wherever they are on their learning journey.

Newman Catholic College has as its heart the Gospel and as such supports an inclusive enrolment policy. Our charism is guided by our patron saint, St John Henry Newman with an underlay of St Francis of Assisi and his approach to ecology. Through this we hope that students see themselves as led to humility before the mystery and wonder of our universe (Psalm 104 and Psalm 148). It is our desire that through growth in ecological awareness students will be encouraged to participate in practical programs and initiatives that serve others.

Staff play a vital role at Newman Catholic College in developing opportunities of holistic education for young people and promoting the message of Christ. It is essential that staff see themselves in genuine partnership with families and the wider community, and together, seek to support the Newman Charism. Young people in our care are invited to develop skills based on the positive faith filled role modelling provided by their staff, families, and community. Teaching practices at Newman Catholic College will be in line with our Newman Catholic College Learning Framework and Standards of Practice.

## Purpose Of The Role

The Technologies Support Officer will provide support to the Leader of Technologies in preparing resources and materials for classes and providing student support during lessons, as directed by the Leader of Technologies and/or Technologies teachers.

The role involves a range of responsibilities and tasks across a variety of contexts involving some complexity in the extent and choice of actions required to complete a designated task. Competencies are normally used within routines, methods and procedures with some discretion and judgement involved in selection of equipment, work organisation, actions and achieving outcomes within time constraints.

The Technologies Support Officer is part of a team and good interpersonal and communication skills are essential. As the employee gains experience, they may be asked to identify, analyse, and evaluate information from a variety of sources. An employee in this position works under limited supervision under the leadership of the Leader of Technologies.

## Essential Duties and Responsibilities

*Typical duties performed may include, but are not limited to:*

- Minor non-trade maintenance of workshop equipment (manual and powered), e.g., drill, saw, grinder.
- Operate a specialised range of indoor and portable machinery, e.g., band saw, belt sander, drill press, linisher, soldering iron and bench saw in prep room, under the direction of teaching staff.
- Oversee the ordering, collection, receipt, and organisation of stock, ensuring proper storage and maintenance of all preparation rooms, storage areas, and facilities.



- Stock control, record keeping and registers, including Material Tracking and Storage System (MTSS) & assets.
- Provide support to teaching staff during lessons, including setting up equipment, organising materials, and assisting with practical tasks.
- Provide classroom support by assisting teachers with 1:1 or group instruction, guiding students in the safe use of electrical and hand-held tools. Guide students in following project plans and instructions while promoting and maintaining appropriate behaviour when engaging with children.
- Assist in the implementation, regular updates, and maintenance of the OnGuard Training Program.
- Maintain up-to-date maintenance records (EMRs) for all machinery and equipment used in the faculty.
- Identify and report any hazards or maintenance as needed.
- Follow Standard Operating Procedures (SOPs) and ensure that safety information posters are clearly displayed in relevant areas.
- Perform daily cleaning, washing, and drying of all Food Technology equipment to maintain a hygienic and safe environment.
- Coordinate end-of-term procedures, including deep cleaning of workspaces, scheduling machinery servicing, placing orders to restock supplies, and preparing wood cuts for upcoming term projects.
- Maintain appropriate behaviours when engaging with children.

## Genuine Occupational Requirements

- Accountable and responsible for ensuring professional behaviour.
- The ability to work safely.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to communicate in English to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- The ability to work effectively in a team or autonomously.
- Facilitate the prevention of child harm by recognising and responding appropriately.

### Physical requirements of the position:

- Work is normally performed in a classroom environment, and may involve frequent exposure to elements such as dust, dirt, fumes and/or loud noises.
- Manoeuvring within the classroom/school environment appropriate to the position.
- Frequent driving of a motor vehicle
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment.
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment within your scope of qualifications and experience.

## Mandatory Qualifications and Requirements

- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Willingness to participate in prayer and liturgical practices of the College.



- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- Vocational Education training qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- Acquire and/or maintain
  - Compliance with WHS expectations and standards
  - Manual handling training
  - Hazard management training
  - Chemical management training
- Promote child safety at all times

## Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

## Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

### Please Note:

- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.

## Report and Other Relationships

The Technologies Support Officer is accountable in the first instance to the Leader of Technologies.

