



Dominic College

live by the truth

DOMINIC COLLEGE

K-10 SCIENCE FACULTY ASSISTANT

1. PURPOSE OF THE ROLE

The purpose of the role of K-10 Science Faculty Assistant is to support the advancement of Dominic College's vision for developing Science as an integrated K-10 area of teaching and learning with a well-organized, hands-on pedagogy that promotes critical thinking and problem solving by students.

The role is Full Time and works to support a vision of ensuring teaching and learning resources in Science are fully maintained and utilised for both primary and secondary students. The role operates to provide a safe teaching and learning environment where skill and resource support for teachers K-6 and Science teachers 7-10 is provided with flexibility.

The K-10 Science Faculty Assistant works to achieve maximum preparatory and classroom support for teachers and students in hands-on science activities. This will necessitate that the role will be required to be performed in the school holiday breaks. It is an expectation that annual leave will be taken during non-term time. The role is key to the effective administration of the faculty and the provision of materials and equipment for engaging learning experiences for students. This will involve the picking up of science supplies which may occur as regularly as daily when school is operating.

The K-10 Science Faculty Assistant gives expression to the College's mission and vision by supporting the development and implementation of a rich and diverse student-centred Science program that is wide ranging and focused on supporting the safe conduct of experiments, scientific simulation activities and role-playing.

2. KEY AREAS OF RESPONSIBILITY

The K-10 Science Faculty Assistant is responsible to the Director of Science K-10 and accountable to the College Principal. They are a key member of the Science faculty and undertake to contribute effectively to this team.

3.ROLE ACCOUNTABILITIES

3.1 Understands and gives expression to the mission of the College and the Salesian ethos

- Is familiar with the Don Bosco story and uses this story and its contemporary meaning in day-to-day professional experiences.
- Knows the Salesian values and actively infuses these in all situations within the College community.
- Understands and applies the fundamentals of the Salesian Preventive system.
- Establishes strong supportive relationships with members of the College community within clear boundaries.

- Supports the religious and spiritual life and activities of the College and contributes to these where possible.
- Demonstrates behaviours of service, care and loving kindness towards students, teachers, parents and colleagues.
- Adopts an attitude of cheerfulness and positive outlook with the College community.

3.2. Provide assistance to Science teachers and students in diverse ways within the K-10 faculty.

- Assist 7-10 Science teaching staff and K-6 teachers in the planning and preparation of practical Science activities.
- Prepare chemical, biological, electronic and other materials for class or individual student experimentation.
- Trial and validate new or modified experiments before presentation to students by Science staff.
- Set up laboratory equipment, consumables and living materials for student practicals as requested by Science staff.
- Demonstrate laboratory techniques to Science teaching staff and students.
- Assist 7 -10 Science teaching staff and K-6 teachers in instructing students on the use and care of equipment during Science experiments.
- Assist Science teaching staff with demonstrations, including acting as a demonstrator.
- Assist Students with Additional Needs (SWAN) in the classroom to facilitate participation and provide support and advice to students with differentiating their assessment tasks.
- Advise Science teaching staff on implementing technical components of curriculum.
- Keep abreast of technology in Science to assist teachers with trialing/training needed to incorporate new developments in technology that may arise in gathering analysis and interpreting of data in practical work.

3.3 Ensure the efficient and flexible organization and operation of the Science laboratories and resources.

- Collaborate with the Director of Science K-10 to ensure the efficient operation of the laboratories and preparation areas.
- Maintain a clean and safe laboratory environment, including regular cleaning, sterilization and maintenance of glassware and other equipment used in practicals.
- Ensure the timely repair, maintenance and calibration of specialist laboratory equipment.
- Maintain and prepare test solutions of particular concentrations and other chemical materials to prescribed formulations.
- Order equipment, chemicals and consumables for the Science Faculty.
- Collect consumables, samples and products from suppliers for Science classes as required and with flexibility.
- Obtain, maintain and breed appropriate varieties of living organisms as required for use in the Science laboratories.
- Provide support in the management of the animals in the Animal Husbandry and Marine Science and Environmental Science programs eg feed animals, maintain plants, ensure any aquaria are cleaned regularly.
- Organise and maintain efficient stock control systems, i.e. stocktaking, ordering materials, etc.

3.4 Document, manage and coordinate WHS and risks for laboratories and staff and students.

- Ensure relevant regulations with regard to storage, labelling, disposal and safe handling of hazardous chemicals and biological wastes, are complied with at all times.

- Maintain the College's Chemwatch system in consultation with the Risk & Compliance Manager and staff with responsibility for registers.
- Develop and implement Standard Operating Procedures for the use of the College's laboratories and equipment.
- Prepare and oversee risk assessments for activities in the preparation area and on each practical experiment.
- Develop structures and processes to reduce risks and hazards in the College's laboratories.
- Supervise the risk compliance of the laboratories and Science teaching staff in conjunction with the Director of Science K-10 and the College's Risk & Compliance Manager
- Induct new staff into the science environment and maintain records of inductions.
- Undertake oversight and delivery of professional development for Science Faculty staff on safety matters.
- Support Science teaching staff in the induction processes and procedures for students in their first Science lessons each year and maintain records of inductions.

3.5 Support the Director of Science K-10 in maintaining administration systems necessary for managing the faculty's resources and expanding and sustaining the role of Science in the College.

- Liaise with the Director of Science K-10 and work within budget guidelines and directions for purchase orders.
- Keep accurate records of purchases and incoming orders in consultation with the Director of Science K-10.
- Maintain an inventory of equipment and chemicals in consultation with the Director of Science K-10, including purchase and transport where necessary.
- Coordinate acquisitions in line with the Faculty strategic plans.
- Coordinate the usage of the three laboratories between the Science teachers and with K-6 classes.
- Prepare for and assist in the delivery of Science Faculty offerings for Marketing and Promotional events such as Open Days, Taster Days, community promotional stalls and be available on the day to support these events.

3.6 Models and fosters collaborative and commitment within the College community.

- Commit to effective interpersonal communication and collaboration.
- Contribute effectively to the Science Faculty and its discussion of issues.
- Implement decisions of the Science Faculty and the K-10 Director of Science specific to the role.
- Contribute to the development of the College as a K-10 entity.
- Seek professional development opportunities to ensure competence and confidence in the role and familiarity with best practice in competencies required for the position.
- Participate in College Science functions, taking initiative and shared responsibility to ensure their success.
- Undertakes other duties as specified and delegated by the Director of Science K-10, and the Deputy Principal and the College Principal.

4. QUALIFICATIONS and OTHER REQUIREMENTS

- Science qualification, preferably a degree
- First Aid qualification to provide an emergency first aid response in an education and care setting

- Current standard Motor Vehicle Licence

Classification

- **Laboratory Level 2** Tasmanian Catholic Education Single Interest Agreement Support Staff Structure
\$71,400 - \$78,800

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