



NAMBOUR CHRISTIAN COLLEGE LTD

Position Profile – Teacher Assistant (Science Lab Technician)

Scope	To provide assistance and support to the Science Department, Head of Department, teachers and students. To assist in the preparation and support of experiments for all Science Teachers within the Department.
Qualifications	Recognised Prior Learning or possession of a relevant Cert IV qualification relevant to the tasks outlined. A current Senior First Aid Certificate. A current Positive Blue Card – Commission for Children and Young People. QLD Driver's License
Accountability	Head of Science Department, Secondary Teacher Assistant Coordinator and ultimately the Head of College
Relates to	Head of Science Department, Science Teachers, Secondary Teacher Assistant Coordinator and Students.
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none">• To act always in a manner consistent with the College Ethos.• To foster team-work within staffroom and work areas• To prioritise and effectively manage workload• To communicate effectively with staff and students• To communicate well in both written and oral form• Demonstrate a level of commitment to maintain personal professional knowledge and skills• Maintain confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff.
Responsibilities	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Profile will be reviewed annually.</p> <p>General Responsibilities:</p> <ul style="list-style-type: none">• To understand scope of role in relation to Child Protection Policy and Procedures• Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff.• Be well-informed in relation to responsibilities under the Privacy Act.• Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.

- To attend Staff Devotions where possible and Teacher Assistant meetings
- Communicate effectively with staff and students
- Able to work independently, prioritise and effectively manage workload.
- Provide support and assistance to all Science staff.
- Liaise with organisations, industries and other schools for the purpose of acquiring/sharing/purchasing equipment.
- Provide advice as required to science teaching staff on technical components of the curriculum.
- Develop and maintain safe chemical storage/handling/preparation and disposal of laboratory wastes in a safe manner and in accordance with Departmental guidelines.
- Prepare chemical solutions of known concentration from bulk supplies including concentrated acids, stains and media for general classroom use.
- Prepare and set up samples/demonstrations, class sets of equipment and associated scientific materials for practical classroom use at request of Teachers.
- Assist science teaching staff in safety matters when required.
- Collect and care for flora and fauna within the science department, in accordance with current handling and guidelines by Animal Ethics Queensland.

Maintenance and Storage:

- Carry out simple maintenance of science equipment and materials, service and clean simple laboratory apparatus/equipment. Report damages to equipment and arrange repairs.
- Ensure correct labelling of all chemicals and equipment is maintained and clear.
- Collect and/or receive deliveries of stock, unpack, check invoices and mark the delivery date and store appropriately.
- Maintain a chemical and equipment stock register.
- Monitor chemicals and equipment stocks, and prepare orders as required.
- Develop maintenance procedures for laboratory equipment, storerooms and preparation rooms.
- Ensure all such areas are maintained in a clean, safe and secure manner.
- Laboratory animal feeding, cage and pen cleaning where applicable.

Administrative Duties:

- Develop budgetary proposals for the laboratory in conjunction with the Head of Department, evaluate and select equipment and make recommendations for purchase obtaining appropriate licences/permits for use of plant/animal/chemicals, etc in the science laboratory.
- Maintain databases and asset registers for hazardous substances register, dangerous goods register, chemical manifest, dissection register, alcohol register or any other relevant registers as required by legislation

- Manage the efficient operation of the science lab area.
- Use departmental computers for record keeping and undertake general administrative activities as required.
- Selected other duties as required.

Review Annually.

Salary In accordance with levels set out in the NCC Enterprise Agreement

Position Term-time/Part time
Days and Hours of Employment:
Monday 8.00am to 3.00pm
Tuesday 8.30am to 3.00pm
Wednesday 8.30am to 3.00pm
Thursday 8.30am to 3.00pm

Reference Documents Pastoral Care Policy and Procedures
Child Protection Policy
Workplace Health and Safety Manual
NCC Enterprise Agreement