



Wyndham's International High School

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WERRIBEE SECONDARY COLLEGE

Position: Science Laboratory Technician
Education Support Level 1, Range 2, Mode: 48/52

Fixed Term Position **Time Fraction: 0.6 (22.8 hours per week)**

Begin Date: 29th January, 2019

End Date: 20th September, 2018

Vacancy Number: 1143066

Closing Date for Applications: 12th December, 2018

Location Profile

Werribee Secondary College is a highly regarded school in the Wyndham Education District. A consequence of the College's standing and its excellent Year 12 results is that applications for enrolments far exceed the Colleges intake capacity. The College is a **TAASS** accredited provider of a **Select Entry Learning Program**. The College attained accreditation as an **International School** with the Council of International Schools in 2006 and in 2013 became the first state secondary college in Victoria to be accredited by the **International Baccalaureate Organisation** and authorised to offer the **International Baccalaureate**. Werribee Secondary College has instilled a culture which embraces hard work and high achievement. All students wear the traditional uniform of blazer, shirt and tie.

The College has implemented a number of curriculum structures and programs which have further enhanced an exciting teaching and learning environment. A re-building program has upgraded the level of many facilities 6 years ago. These have been augmented by the completion of a new Recital and Performance Centre in early 2016 and the construction of a further \$7 million dollar stage set to commence in late 2016.

A broad range of co-curricular activities includes amongst others, music, drama, chess, debating, public speaking and Leadership Programs. Further leadership opportunities for male and female students are provided through the College's **Australian Army Cadet Unit**, which was formally inaugurated by the then Prime Minister Julia Gillard in early 2012 and is only the third AAC Unit in a Victorian state school.

Resources, Welfare and other Features

The College has implemented a **BYODD** program across all Year levels. All classrooms are equipped with **Projectors**. There is a student **Wellbeing and Leadership** Program which is implemented through a **House** system, weekly **Tutor** groups and a **Pastoral Leadership** program.

Werribee Secondary College has 70 **International Students** who have selected the College to complete their secondary education. The College has modern facilities including new Science rooms and a third stage of building is now underway

Selection Criteria

1. Knowledge of chemical compounds; their use, safe handling, storage, disposal and have the ability to make up solutions of specific concentrations
2. Demonstrated ability to work independently and to take on responsibility
Demonstrated excellent organisational skills
3. Effective communicator to relate well with staff and students
Possess an excellent understanding of Occupational Health & Safety issues
4. Broad understanding of the operation of a school science laboratory in a large secondary school environment
5. Maintain equipment serviceability and arrange service when required
6. Assist teachers and student during complicated experiments
7. Keep all science rooms in a safe and tidy condition

Role

The Laboratory Technician works with the Science staff team and provides support for the delivery of the Science curriculum at WSC. The technical knowledge held will enable the occupant to work without the need of close supervision or guidance and also to provide experienced support to teachers. Duties of this position are wide ranging and involve preparation of equipment and materials for science classes, purchase, safe storage and disposal of chemicals and maintenance of laboratory equipment. Occupational Health and Safety issues are of paramount importance at WSC.

Responsibilities

- Provide specialist advice, under supervision of senior personnel, to students in relation to the handling and use of materials and equipment.
- Advise and assist staff in safety matters relating to a specific functional area, e.g. handling of chemicals in a science laboratory.
- Assist with the provision of a reference service to teachers.
- Develop and implement safety procedures within work and/or teaching areas in accordance with school policy and relevant safety legislation.
- Advise teachers about technical components of curriculum implementation.
- Manage experiments and/or use of equipment and materials under the supervision of teachers and provide basic instruction where required.
- Initiate, design and develop basic computer systems and undertake routine software design.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive,

safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

DET Values

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

OTHER INFORMATION

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- The successful application must have a current Working With Children Card for Employees.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Application Instructions

Applicants may structure applications in the manner they choose, but should ensure that the following are addressed and included:

- A Cover Letter
- A response to the key selection criteria and position details. (Maximum of 3 pages)
- a CV with a summary of experience and qualifications
- the names and contact details of three referees in relation to the key selection criteria
- Please include a header or footer with your name and job number on each page

Please submit an application through Online Registration at www.education.vic.gov.au/schooljobs

Applicants may apply with an emailed copy of their application to werribee.sc@edumail.vic.gov.au.

Further information about the College is available on our Website (www.werribeesc.vic.edu.au) including the "College Strategic Plan".