KEY SELECTION CRITERIA

POSITION TITLE:	Science Lab Tech
LOAD:	Part Time – 0.6 FTE (22.8 hours – 3 days a week) Days/hours negotiable **Option of 2 additional days (12.5 hours) of Learning Support available*
NATURE:	Permanent Part-time
REQUIRED QUALIFICATIONS:	Working with Children Check (or able to obtain one upon employment)

Science Laboratory staff work in partnership with science teaching staff to provide effective learning outcomes for students. Under general direction and instruction, they are expected to perform responsible tasks associated with the efficient operation of the science laboratory. They perform duties as directed by the Science Coordinator and prepare laboratory requests from science teaching staff.

Applicants for positions will be judged on their responses to the key selection criteria below. To assist in your written response to the key selection criteria, a number of points for each key selection criteria are listed. You should only refer to these points where you have proven demonstrated experience.

Key Selection Criteria:

- A personal Christian faith and commitment to support the ethos and ideals of Shepparton Christian College
- Relevant qualifications and/or experience (previous experience in a school environment would be an advantage)
- Good verbal communication and organisational skills
- A proven ability to work efficiently with minimal supervision

Please include with your application:

- Cover letter introducing yourself
- Letter covering Key Selection Criteria
- Resume/CV including the contact details for at least three referees, one of which must be the pastor of the church you attend
- Completed standard employment application form for non-teaching staff (separate document on SCC website) https://scc.vic.edu.au/employment/

The following documents are attached for your information:

- Staff Code of Conduct Policy
- Statement of Faith
- Child Safe Code of Conduct Policy

Applications should be emailed to: employment@scc.vic.edu.au

Applications close: Friday 11th September 2026

POSITION DESCRIPTION

Science Lab Technician

This position reports directly to the Science Learning Leader.

Teacher Support:

- liaise with science teaching staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment
- utilise the Risk Assess program for scheduling classes and conducting safe procedures
- test and refine experimental methods for practical classes, adjust instructions when needed
- set out equipment and materials for classroom/department use
- clean up after practical activities
- Lab Technician will be given adequate notice by teaching staff to prepare for activities
- assist in class when specifically arranged and needed

Preparation and Maintenance:

- prepare solutions, stains, and media for use in the laboratory
- maintain a safe chemical storage/handling/disposal system in accordance with current regulations
- maintain labelling, storage, inventory and ordering of chemicals
- maintain labelling, storage, inventory and ordering of equipment
- keep a record of the consumables used regularly and maintain adequate supplies of them (including chemicals)
- acquire relevant catalogues and price lists
- order equipment and chemicals in consultation with Science Coordinator
- maintain a record of budget expenditure
- maintain a database of experiment methods and variations used in pracs
- maintain SOP records for practicals
- service and clean simple laboratory apparatus/equipment
- report damages to equipment and arrange repairs
- maintain a clean and organised science preparation area
- maintain student equipment cupboards

OHS:

- maintain SDS and risk assessment records
- have current first aid training

Other:

- Network with other Laboratory Technicians for information, borrowing/lending supplies when needed
- Complete Personal Development courses, attend conferences
- Lab Technicians are not to be in the sole care of students, except in emergency situations.
- Lab Technicians are not responsible for general cleaning of floors, desks, sinks, shelving and windows within the laboratories unless support is requested by teaching staff after a particularly messy practical exercise, e.g. dissections.

POSITION DESCRIPTION

Learning Support

This position reports directly to the Learning Support.

The role of the Learning Support Officer is to assist the classroom teachers with the education of students with identified critical special needs or learning difficulties. Duties will include;

- being briefed about the students and the specific learning goals identified.
- discussing the assistance required to enable the student to meet those goals
- reading the Learning Support Unit file of the student
- being actively involved in hand over at the start of each session
- attending Program Support meetings, family meetings, Learning Support Unit meetings, etc where necessary
- where necessary, write an IEP (Individual Education Program) with the classroom teacher and/or specialist therapist and deliver the program to students with the aid of resources from classrooms
- monitoring and recording the ongoing progress of the student in relation to their IEP
- maintaining a daily record of activities/assistance undertaken
- liaising with the classroom teacher to keep open channels of communication between school, family and therapists
- meeting with the classroom teacher, specialist and parents to discuss the progress of the student
- being involved in extracurricular activities of the College
- maintaining a manner of life which reflects an adherence to and support for the beliefs, teachings, values, and attitudes of Christianity and the Vision and Mission Statement of the College
- adhering to a standard of dress consistent with the requirements of the College
- ensuring that practices carried out within the College are in accordance with relevant occupational health and safety guidelines
- maintaining excellent rapport with the school community – staff, parents and students

Shepparton Christian College

VISION STATEMENT

To develop the full potential of each student, equipping them to engage with and impact their community for Jesus Christ.

MISSION STATEMENT

We seek for fulfil the vision of the College through:

- Being Christ centred in all that we do, encouraging students to develop and grow their personal relationship with Jesus Christ.
- Partnering with families and churches to reinforce Biblical principles.
- Teaching from a Biblical Worldview.
- Providing excellence in classroom teaching.
- Developing a culture of lifelong learning.
- Providing opportunities and encouragement for each student to excel with their God given gifts, talents and abilities.
- Utilise the material and financial resources God has blessed us with, with integrity and honour.
- Developing a heart for mission and providing practical mission opportunities for our students to express Christian love.
- Developing community and relationship within and between all parts of both the College, and the broader community.
- Providing a safe and supportive environment for all students.

STAFF CODE OF CONDUCT POLICY

INTRODUCTION

The Shepparton Christian College Staff Code of Conduct guides all staff members in their consideration of ethical issues that may arise from their employment and indicates the school community's expected standards of behaviour.

It provides a Biblical basis for appropriate behaviour and allows each staff member to test whether a course of action is consistent with school expectations.

Each member of staff has a God-given responsibility for his or her own behaviour and is accountable for individual behaviour decisions. Many such decisions have an impact on other staff members, on students and on families associated with the school. This code will help each staff member to make wise decisions about individual behaviour.

Paul encouraged the Colossian Christians, saying “lead lives worthy of the Lord, fully pleasing to him, as you bear fruit in every good work and as you grow in the knowledge of God” (Colossians 1:10 NRSV). Accordingly, we should live to glorify and honour Christ, using our gifts and abilities to serve others, growing in our relationship with the living Lord.

Staff members of Shepparton Christian College help children to learn God’s truth by using their gifts and displaying the fruit of the Spirit. Our relationships are typified by love and grace toward the other person. We demonstrate a daily witness of life and words before the children in our care, as well as the wider community.

BIBLICAL FOUNDATIONS

"In the beginning, God created the heavens and the earth" (Genesis 1:1).

God's act of creation demonstrates His love, sovereignty and our true place in creation. We must be aware of our submission to and relationship with God in all things.

God created people in His own image as the pinnacle of creation (refer Genesis 1:28).

We have some of God's attributes - the ability to relate and communicate, the ability to create, the ability to reflect and analyse, the ability to rule over other parts of creation, and the ability to submit to God. Our respect and responsibility for self, others and God's creation is based on being "in His own image".

"Sin entered the world through one man [Adam] and death through sin, and in this way death came to all men, because all sinned" (Romans 5:12).

We recognise that sin has affected all of us to some extent. This has damaged relationships with God and with each other. Even societal structures are tainted by the effects of sin. We also recognise that we naturally tend towards sinful actions.

"For Christ died for sins once for all, the righteous for the unrighteous, to bring you to God" (1 Peter 3:18).

Through His death on the cross, Jesus has dealt with the penalty and power of sin, so that God’s people are reconciled with Him as His children. We recognise that we are saved from sin by God’s grace alone. Out of gratitude to and love for the Lord we are motivated to obey and to serve Him. We have God's Spirit who renews our minds, so that we are able to make godly, wise decisions for good purposes.

"His intent was that now, through the church, the manifold wisdom of God should be made known to the rulers and authorities in the heavenly realms" (Ephesians 3:10).

We have an important role of making known God's wisdom. We have a partnership with parents to assist them as they raise their children "in the nurture and admonition of the Lord" (Ephesians 6:4b). We are gifted by the Holy Spirit to assist parents in this task. We live in community, each performing our functions as part of a body. We serve the Lord and each other in an attitude of "other people centeredness". We particularly seek to protect the vulnerable and support the less fortunate.

"In keeping with His promise we are looking forward to a new heaven and a new earth, the home of righteousness...since you are looking forward to this, make every effort to be found spotless, blameless and at peace with Him." (2 Peter 3:13 - 14).

The completion of God's work is yet to occur. Even though we are still in a broken, sinful world, we strive to live Godly lives in the anticipation of the fulfilment of God's plan and purposes.

In the light of God's creative and redemptive work in the world made complete in the gospel of Jesus Christ, we are compelled to honour and glorify God in our lives and our relationships.

CODE OF CONDUCT

Shepparton Christian College staff members are committed to honouring God in their lives and in their relationships within the school community.

We honour God in our personal life

- We accept, support and protect the school's Statement of Faith. We belong to a Bible-based church family and attend it regularly.
- We do not carry out duties or act on behalf of the School while under the influence of alcohol, drugs or medication which impair judgement. We abstain from smoking, the use of tobacco in any form, the use of alcohol as a beverage in any form, while undertaking school duties or on school property.
- We abstain from the use of abusive substances and illegal drugs.
- We do not conduct activities involving gambling.
- We avoid the use of profanity or obscenities in word or conduct.
- We do not initiate rumours and we ensure that rumours are not passed on.
- We live according to the Biblical precept in which sexual relations is only permitted within a marriage relationship between husband and wife.
- We dress appropriately and modestly to promote a positive, professional learning and working environment which encourages other members of the community to grow in Christ-likeness.

We honour God as we relate to students

- We respect each student as a unique individual made in God's image. We do not engage in any activities that systematically or continually belittle, embarrass or victimise a student.
- We engage in open, effective and sensitive communication with students.
- We act in a professional and loving manner towards students at all times, with our focus on the students' development, learning and well-being as paramount.
- We recognise and accept our duty of care to protect the health, safety and welfare of students of the school and, in particular, will fulfil policy and legislative requirements related to child protection.
- We treat each student with fairness, as individuals made in God's image and as children to be nurtured.

- We do not punish any student using physical force or strike a student for any reason. Staff members may use reasonable physical force to restrain a child if they reasonably believe that child may cause damage to themselves, another person, materials or equipment.
- We assess students' work fairly and consistently across the different subjects or courses of study.
- We maintain appropriate confidentiality and respect at all times, the right to privacy of students. We behave responsibly in maintaining the security of any personal information.
- We attempt to resolve conflicts or differences with students through appropriate resolution guidelines within the framework of our Behaviour Management Policy.
- We only touch students on the shoulders or head. We will not touch students on the thighs, buttocks, genitalia or breasts except in extreme cases where not doing so would threaten the immediate safety of the student.
- We will not be alone with a child in circumstances where we are unobservable by others, nor be isolated with a student for an extended period of time.
- We will not kiss students, nor be physically intimate with students.
- We will not court, date or develop a relationship with students enrolled at the school other than the appropriate professional relationship between teacher and student.
- We do not have conversations of a lewd or sexually suggestive nature with students, nor make comments of this nature to any student, nor facilitate access to lewd or sexually suggestive material.
- We will inform the Principal of any accusations or allegations of child abuse or sexual abuse against us as soon as practicable. Any prior criminal convictions will be disclosed at the time of application for a position at the school.
- We will inform the Principal immediately when we have reasonable grounds to suspect that a child is at risk of harm.

We honour God as we relate to parents

- We engage in open, effective and sensitive communication with parents and carers.
- We treat each parent and carer with fairness, as an individual made in God's image and as fellow members of the community.
- We do not harass, or unfairly or illegally discriminate against parents.
- We maintain appropriate confidentiality and respect at all times, the right to privacy of parents and families. We behave responsibly in maintaining the security of any personal information.
- We attempt to resolve conflicts or differences with parents through referral to Shepparton Christian College's Grievance Policy appropriate resolution procedures.
- We report to parents the progress of their child through conferences, over the phone or in written reports, as appropriate. We notify parents of a matter which gives cause for our concern regarding their child, using the appropriate methods.

We honour God as we relate to our colleagues

- We co-operate with each other, bearing one another's burdens and sharing resources as members of the staff team. We treat each staff member with fairness, as individuals made in God's image and as fellow workers in community. We engage in open, effective and sensitive communication with our colleagues.
- We act and speak in a manner that encourages our colleagues in godliness and in their personal and professional growth. We avoid harsh criticism, hurtful and derogatory personal comments and gossip.
- We adhere to and support the lines of authority, responsibility and communications established in the school, and we conduct our work within this established framework.
- We relate with colleagues in a manner free of harassment or unfair discrimination.
- We maintain appropriate confidentiality and respect at all times, the right to privacy of our colleagues. We behave responsibly in maintaining the security of any personal information.
- We attempt to resolve conflicts or differences with colleagues through referral to Shepparton Christian College's Grievance Policy appropriate resolution procedures.

We honour God as we relate to the wider community

- We express publicly a loyalty to the school and avoid making comments that may damage the school's reputation or good standing in the wider community.

- As members of the community, individual staff members have the right to make public comment, but in doing so, should not imply that their own private views represent the official view of the School.

- Only the official spokesperson of the school may communicate with members of the media regarding incidents at the school.

We honour God by maintaining professional standards

- We accept responsibility to complete any tasks associated with our position as assigned to us.
- We perform the duties associated with our position diligently, impartially and conscientiously, to the best of our ability. We respect the value of deadlines and make a commitment to punctuality and reliability.
- We seek professional development and training in areas which are related to our duties within the School and strive to keep up to date with advances and changes in the body of knowledge, professional and ethical standards and competencies relevant to our area of activity.
- We will comply with internal policy or legislative requirements with respect to documentation of our actions or recordkeeping.
- We report incidents of, or our suspicions of, fraud, corruption or maladministration, should they occur.
- Where additional employment is undertaken, we will seek the approval of the Principal of the school and make a commitment to ensure that the effective discharge of our duty to the school is not affected.
- We disclose the contents of any school documents or corporate information that has been supplied to, or seen by us to another party **only** if this is required in the course of our official duties as an employee.

We honour God by using resources wisely

- We declare to the Principal conflicts of interest or potential conflicts of interest which we may have with any other stakeholders that may result in personal or financial benefit or may impede our proper judgement and decision making within our role.
- We use computer resources appropriately.
- We do not use either the facilities or any equipment of the School for our personal financial benefit.
- We accept responsibility for our efficient and effective use of all physical, technical financial and human resources that God has provided to the school community. We will use these resources wisely, observing principles of Godly stewardship, faithful service to God and the community, safety for ourselves and others and environmental responsibility.

We honour God by obeying policies, laws and regulations

- We support and contribute to the school's compliance with applicable legislative and regulatory requirements through adherence to the policies and procedures of the school, and through awareness of and commitment to our personal responsibilities in these areas.

We honour God by accepting consequences for our actions

As we strive to adhere to this code, we realise that at times we may stumble. If we feel that we are stumbling, we know that we may seek in-confidence advice from our supervisors, who will serve us and strive to uphold us in our struggle to serve the Lord. However, our supervisors must act in the best interest of the school community and to this end; we must all accept responsibility for our own actions and their consequences.

If we breach this Code of Conduct, we recognise that we may face disciplinary action. If after reasonable attempts by our leaders at reconciliation and remediation we cannot be restored to our position, we accept dismissal from our position and understand that in some instances legal action may be taken against us.

Knowing all this "whatever (we) do, whether in word or deed, (we) do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:8)

Shepparton Christian College

STATEMENT OF FAITH

- We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our everyday lives.
- We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.
- We believe that sin has separated each of us from God and His purpose for our lives
- We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.
- We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.
- We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptised in water and be filled with the power of the Holy Spirit.
- The Holy Spirit enables us to use spiritual gifts, including speaking in tongues which is the initial evidence of baptism in the Holy Spirit.*
- We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfil our role in the Church and serve the community in which we live.
- We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.
- We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.
- We believe that the Lord Jesus Christ is coming back again as He promised.

* Variations to this clause will be accepted to allow for different convictions on this doctrine

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CHILD SAFE CODE OF CONDUCT

1. RATIONALE

Our school has both a desire and a responsibility to ensure that children are safe at all times. There is an expectation on staff, volunteers and contractors to maintain a high standard of conduct at all times. Shepparton Christian College has a zero tolerance approach to child abuse.

2. AIMS

To safeguard the emotional and physical wellbeing of children and young people and to provide clear advice and direction to staff, volunteers and contractors for the establishment of positive, caring and respectful relationships with students at Shepparton Christian College.

3. BACKGROUND

The safety of children is the most important reason for this code of conduct.

- Schools are required to meet child safety standards as outlined in Ministerial Order No. 1359.
- All teachers will adhere to the standards outlined in the Victorian Teaching Profession Code of Conduct (available from www.vit.vic.edu.au)
- All staff will be aware of and expected to maintain the professional boundaries as outlined in this code of conduct at all times (including outside of normal work hours). All staff will be expected at all times to make wise, discerning decisions about appropriate conduct.
- All volunteers are required to follow this code of conduct whilst engaged in school activities.
- All contractors are required to follow this code of conduct whilst engaged in school activities.

4. IMPLEMENTATION

This policy needs to be read in conjunction with the Shepparton Christian College Child Safety Policy.

Acceptable behaviours

- ensuring the adult/child relationship is professional at all times
- adhering to the school's commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect, making children and families of all cultures feel welcome and included and supported to express their various cultural identities
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (NOTE: this is not a matter for discretion, but a requirement) Date Approved: 18 July 2023 Approved by: SCC Board Pg 2 / 3
- understanding and complying with all reporting obligations in line with the school's Child Safety Responding and Reporting Policy
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.
- when working one-on-one with students (counselling, learning support assistance, testing and assessment, behaviour management) the following guidelines apply
    - Make it visible. The use of classrooms with open blinds, picnic tables and offices in busy areas is most appropriate.
- As far as possible, provide support during normal work hours, and do not conduct excessively long sessions
- respecting the privacy of children and their families, including keeping all personal information confidential unless required by law to share it

Unacceptable behaviours

- Staff, volunteers and board members must not:
- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- initiate unnecessary physical contact with children
- use inappropriate physical restraint
- engage in open discussions of a mature or adult nature in the presence of children (for example, matters that would be considered either intimate or private)
- discuss private lifestyle details of self, other staff or children and young people unless directly relevant to the learning topic and with the individual's consent
- use inappropriate language in the presence of children
- denigrate and/or persistently criticise a child
- discriminate against any child because of age, sex, gender identity, sexual orientation, race, culture, vulnerability, ethnicity or disability
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- engage in correspondence of a personal nature via any medium (e.g. phone, text messages, letters, emails, internet postings).
- allowing students access to a staff member's personal internet locations (e.g. social networking sites)
- photographing, audio recording or filming children or young people via any medium when not authorised by the Principal and/or without required parental consent
- using personal rather than school equipment for approved activities, unless authorised by the Principal to do so
- still/moving images or audio recordings of children and young people on personal equipment must be uploaded/removed from personal devices as soon as possible after the event
- upload or publish still/moving images or audio recordings of students to any location other than the College servers, without parental and Principal's consent
- inviting/allowing/encouraging children and young people to attend the staff member's home (consideration to be made for family friendship and church group situations) Pg 3 / 3
- attending students' homes or their social gatherings (consideration for family friendship and church group situations)
- be alone in a vehicle of any sort with a student of the College. When required to transport a student, there must be at least three people. For example, 1 staff and 2 students, or 2 staff with 1 student as a minimum (consideration given for arrangements between staff for staff children)
- being alone with a child or young person outside of a staff member's responsibilities
- entering change rooms or toilets occupied by children or young people when supervision is not required or appropriate. If required to supervise students in change rooms or toilets, ideally there should be 2 adults present, however, if this is not possible, there must always be more than one child in the room with a supervising adult.
- use facilities set aside for children and young people (e.g. toilets and change rooms). When on camps or excursions, and no other option exists, ensure that students are not present when using toilets or change rooms.
- private tutoring outside of normal school duties (paid or unpaid) of students who currently attend Shepparton Christian College (without the permission of the Principal)
- adopting an ongoing welfare role that is beyond the scope of their position or that is the responsibility of another staff member (e.g. a counsellor) or an external professional

If staff, volunteers or contractors suspect that this code of conduct has been breached by another person in the organisation, they will:

- act to prioritise the best interests of the child or children
- promptly take actions to ensure the child or children are safe
- as soon as possible report the incident or concerns to the Principal
- maintain the privacy of those involved, following all appropriate record keeping, privacy and information sharing guidelines.