



Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school that belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). It is committed to the successful integration of e-learning and innovative pedagogy across the Curriculum for Years 7 to 12.

Rosebank College promotes an inclusive, welcoming environment for children and provides transparent, accountable, risk managed approaches to ensure child safeguarding.

Applications are invited from people with a passion for ICT and education for the following full-time, ongoing position:

AV and ICT Support Officer

Commencement Date: As soon as possible

Selection criteria for this position includes:

- Demonstrated experience in the following:
 - Digital sound and processing devices
 - Managing video and music equipment
 - Sound and lighting desks
 - Sound and lighting software
 - Music mixing software
 - Music recording studio
 - Video editing and production
 - Digital media; video/sound file types and conversion
 - Stage and theatre technologies
- Experience providing hardware, software and general IT technical support to key stakeholders
- Knowledge and experience with current enterprise grade IT systems and software
- The ability to answer, elevate and prioritise incoming telephone, email and in-person technical support requests using an internal helpdesk ticketing system
- The ability to work effectively and cohesively within the ICT team
- Good communication and interpersonal skills to maintain strong partnerships with staff and students
- A strong customer service ethic
- The initiative and ability to learn quickly
- Support of the Catholic ethos and learning culture of the College
- Ability to demonstrate an understanding of current child safe principles

Closing date: 6 September 2019 (3pm)

Applications must include a Cover Letter and Resume including at least 3 contactable references and be posted or emailed to:
The Principal, Rosebank College - 1a Harris Rd, Five Dock NSW 2046 / principal@rosebank.nsw.edu.au

For further information about Rosebank College and a full role description, visit our website: www.rosebank.nsw.edu.au

NB: Shortlisted applicants will be required to provide the College with their NSW Working With Children Check number in order to be eligible for this position



ROLE DESCRIPTION

AV and ICT Support Officer

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to the successful integration of e-learning and innovative pedagogy across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors which are accountable through the Company Members to GSE.

Core Role and Accountability

The AV & ICT Support Officer is a member of the ICT Team and reports to the Principal through the ICT Manager.

The AV & ICT Support Officer is responsible for the day to day Audio Visual needs of the College, with an emphasis also placed on general IT support for staff and students as well as supporting teachers with the effective use of technology in the classroom. The AV & ICT Support Officer is the central point of contact for all AV issues. A large part of the role involves managing AV at College events, including occasional work outside of normal College hours.

Role Responsibilities

Providing Spiritual and Religious Leadership

- Ensuring that Audio-Visual and ICT Support are consistent with the Catholic ethos and the College's Mission Framework
- Supporting and contributing to the spiritual life of the College through involvement in liturgical events
- Assist the Dean of Ministry and team in presentations focussed on the College's Mission

Developing the Learning Community

Audio-Visual

- Manage AV needs including planning and preparation to meet the requirements for small to medium sized events at the College (some out of College hours and at weekends)
- Manage video and live streaming functionality to support College events
- Manage lighting, video and sound systems to support College events

- Manage the College's 'Tech Team' – a team of student volunteers who help with College events
- Ensure lighting and sound systems are set up to support the College curriculum, including, but not limited to Music, Dance and Drama
- Develop and carry out regular testing and maintenance of AV resources throughout the College
- Support and maintain AV equipment including planning for and upgrading of AV Systems and equipment
- Participate in planning activities for presentation space upgrades
- Organise additional equipment-hire when required

ICT Support

- Provide Level I technical support to students, parents, teaching and support staff
- Support and maintain College owned devices, including but not limited to staff laptops, tablets, digital and video cameras, data projectors, Vivi, AV systems, printers, and other miscellaneous devices
- Maintain and coordinate loan staff and student devices
- Assist in configuration, deployment and maintenance of College software
- Provide IT support for events such as parent teacher evenings, information evenings, meetings, guest users, staff professional development, system upgrades and maintenance

Providing Innovative Leadership

- Maintain own professional learning by attending in-services relevant to the role
- Keep abreast of technological developments in the AV sector to ensure the College has access to the best systems available for teaching and learning

Facilitating Quality Relationships

- Collaborate with IT staff to facilitate the delivery of special projects
- Support all members of the ICT Team in ensuring that ICT Services, Functions and Operations are working as expected
- Be available to assist teachers with training related to the use of AV equipment or troubleshoot issues that arise on a day-to-day basis

Providing Organisational Leadership

- Create Documentation and Instructional Content
- Ensure asset records for AV and ICT equipment are accurate and kept up to date

Other Duties

- Any other duty as requested by the Principal and/or ICT Manager

The College may vary this Position Description, in response to the changing needs of the organisation

Hours of Work

8:00am – 4.00pm Monday to Friday (Full Time)

Attendance, organisation and facilitation of AV requirements at after hour events (where required)

Qualifications

Applicants shall possess relevant tertiary qualifications, or an equivalent combination of relevant work experience and/or education.

Essential Criteria

- Experience in digital sound and processing devices
- Skills in managing video and music equipment
- Experience with sound and lighting desks
- Proficiency in the use of sound and lighting software, music mixing software and a music recording studio
- Skills in digital media; video/sound file types and conversion
- Experience in stage and theatre technologies
- Experience in video editing and production
- Experience providing hardware, software and general IT technical support to key stakeholders
- Knowledge and experience with current enterprise grade IT systems and software
- The ability to answer, elevate and prioritise incoming telephone, email and in-person technical support requests using an internal helpdesk ticketing system
- The ability to work effectively and cohesively within the ICT team
- Good communication and interpersonal skills to maintain strong partnerships with staff and students
- A strong service ethic
- The initiative and ability to learn quickly
- Support of the Catholic ethos and learning culture of the College

ROSEBANK COLLEGE MISSION STATEMENT

As a Good Samaritan, Benedictine, Catholic, co-educational secondary school, Rosebank College provides an environment for young women and young men that encourages a love of learning. We promote a balance between the spiritual, intellectual, physical and social development of the individual. Following the Gospel example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment we are challenged to give strong witness to our role as advocates of justice.

Rosebank College promotes an inclusive, welcoming environment for children and provides transparent, accountable risk-based approaches to ensure child safeguarding.

OUR VISION

Rosebank College is a Good Samaritan, Benedictine, Catholic, co-educational secondary school that continues in the tradition of the Sisters of the Good Samaritan and belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). The College offers families in the Inner West a unique learning environment. The vision for Rosebank College is that it is known as a place of academic excellence, in which students are both supported and challenged. We strive to be a flexible and inclusive learning community, which reaches out to others in prayer, practice and perspective. Our aim is for Rosebank to maintain its proud traditions and to respond critically and intelligently to our changing world and its demands. We envision Rosebank as the school of choice for both staff and students; where they are engaged fully in their learning and use it to make a difference in their world.
