



## **Audiovisual Assistant**

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are the "lost, the least and the last" (St John Baptist de la Salle). Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

### **Commitment to Ethos**

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to work in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### **St Bede's College is a Child Safe School**

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

The role of the Audiovisual assistant is to support the College in all areas relating to audiovisual technologies under the direction of the Deputy Principal for ICT and Infrastructure and Audiovisual Leader.

## Attributes and Competencies

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Display a high level of administrative and organisational ability.
- Suitable qualifications and technical knowledge in the areas of audiovisual technologies.
- Experience in an audiovisual role, preferably in an education environment.
- Demonstrate a high level of ability to problem solve complex issues.
- Be customer service focussed in dealings with staff, students and the community.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

## General Work Description:

- **AV Technical Support and Training**
  - Assist staff and students with classroom audio-visual equipment requirements.
  - Assist staff and students with basic IT support and audio-visual software. (e.g. Adobe package).
- **Organisation and Maintenance of Equipment and Consumables**
  - Assist staff with monitoring of all equipment loans to students.
  - Assist with the maintenance of classroom AV equipment such as projectors, speakers, smartboards etc.
- **Special Events and Set-ups**
  - Provision of lighting, sound and projection for College Production under the direction of the AV Manager.
  - Under the AV Manager, the AV support person will assist staff and students in testing and set-up of major College events.
  - Operate technical requirements for College events.
- **General Work Description**
  - Assist with the organisation of AV materials and presentations across the College.
  - Assist with videography and photography of staff and student activities around the College.
  - Assist the Music Department with repairs and maintenance of their musical instruments, electronic equipment and assists where possible.
  - Produce digital media content for digital signage across the college as well as the college webpage.
- **Other Duties**
  - Undertake other relevant duties as directed by the Deputy Principal (ICT and Infrastructure), Audiovisual Leader, or the Principal.