



AFL Trainee – ICT

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.

Overview

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 teach 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.

The AFL Trainee for ICT is responsible to the Principal through the Deputy Principal - ICT & Infrastructure. The role primarily focuses on the needs of and support to St Bede's College teachers and students in the areas of Information Technology and Communication.

Responsibilities:

- General Information Technology Help Desk Duties and as directed.
- General server maintenance/repairs as directed.
- General network maintenance as directed.
- Conduct regular maintenance and installation of computer hardware such as College PCs, Notebooks.
- Computer hardware problem solving and repairs.
- Assist in maintaining documentation and records.
- Maintain and assist with the College Notebook Program as directed.
- Maintain and oversee printer usage via Paper-cut.
- Maintain and oversee specific network infrastructure, ie network switching, network appliances etc.
- Specific classroom assistance as directed.
- Specific teacher assistance/software training as directed.
- Assist with St Bede's College website as directed.
- Other duties as directed by the Principal and Deputy Principal – ICT and Infrastructure.

Classification:

AFL Traineeship Award

General Work Description:

Traineeships are a 12-month training course with 2 components:

- On the job experience.
- Accredited training at TAFE – Certificate 3/4 in Information Technology.

Salary Range is approximately \$19,000 per year.