POSITION DESCRIPTION

Position name	**Faculty Support Assistant - Agriculture**
Employment status	Permanent Part-time
Load	40-hour fortnight, 52 weeks per year, as rostered
Classification	College Operational Services Level 3, Grade 3
Key Relationships	Reporting to the Head of Agriculture and liaise with the Faculty Operations Coordinator the Faculty Assistant will need to maintain collaborative relationships with all faculty staff, students and external stakeholders.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

To support the Agriculture Department in organising and maintaining the colleges livestock, farm machinery and property. To support the Head of Agriculture and other staff in the running of Scotch's onsite College Farm and Agriculture curriculum.

Position Overview:

The primary duties are to assist in maintaining the farm and Agriculture precinct, including the Farm Skills Centre providing support to teachers and students within Agricultural Science and its associated educational programs. This role involves the use of mechanical equipment and elements of animal husbandry for farm animals and support for viticulture and other agricultural and farming activities.

Key Responsibilities:

1. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all WHS guidelines and policies, include Risk Assessments, SOPS and Animal Welfare Guidelines particularly "*Australian Code for the care and use of animals for scientific purposes 8th Edition 2013*".
- Develop and review current work health and safety policy and procedures

2. Livestock/Poultry Management

- Ordering/sourcing of appropriate feed
- Feeding animals as per feeding schedule
- Animal Handling, including the handling of large animals
- Ensuring adequate water supplies for animals
- Assist with the completion of required Biosecurity documentation, for example, Vendor Declarations and Animal Health Statements

3. Weeds and Pasture Management

- Monitor weeds, pasture and garden beds of farm area
- Purchasing required sprays, seed, fertiliser as required
- Spray weeds as per weed spraying protocol
- General gardening and mowing duties as required
- Assisting with the seeding of paddocks to renovate and optimise feed quality and application of fertiliser as required
- Use of chemicals safely following WHS practices effectively

4. Vineyard and Orchard (Horticulture) Management

- Pruning of vineyards and orchards as required
- Spraying in accordance with the fertilising protocol for vineyard, orchard and other plants
- Spraying as required of the vineyard, orchard and other plants
- Maintenance of irrigation protocols to ensure watering is optimal

5. General Maintenance and Tidiness of the Farm

- Waste management, bins in/out from the Farm
- Maintenance of the Farm, Farm Skills Centre and sheds in a clean and well-organised manner, fit for student access and teaching
- Maintain and mow farm lawns, garden beds, in between the vines etc.
- General maintenance of farm machinery , and overseeing of servicing and repair of farm machinery as required
- Maintenance, replacement of irrigation equipment as required
- Maintenance of fencing
- Ensure the farm is secure at the end of the working day

6. Farm Classes and Agriculture Co-Curricular Program

- Assist teachers to provide direction to small groups of students in specialised activities e.g. research trials
- Support of Farm Classes, including lesson set up-pack up as required by teaching staff, ordering of items as requested by teaching staff
- Assistance for Agriculture excursions and Co-Curricular Teams to include shows and camps, as requested by the Head of Agriculture

7. Farm Administration

- Maintain accurate records of farm processes into Agriwebb e.g. feeding, spraying etc.
- Update SOPs as required

8. General

- Attend whole staff meetings and regularly meet with Faculty Operations Coordinator and the Head of Agriculture.
- Remain abreast of current trends in the field.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.
- Attend professional development training as required
- Communicate clearly with key stakeholders.

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Practical experience in farm operations
- Livestock handling according to Codes of Practice
- Knowledge of vineyard/orchard/pasture management
- Experience with large animals (sheep and cattle)
- Driving and operating farm machinery including tractor, rotary hoe, whipper snipper etc.

Essential Qualifications, Skills and Knowledge

- Unencumbered Driver's License
- ChemCERT Accreditation (can be acquired after commencing employment)
- Sound understanding of WHS requirements pertaining to Agricultural work
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification
- Good IT, administration and organisational skills (highly desirable)

Key Selection Criteria: Personal Qualities

- Proven ability to develop and maintain effective relationships with people from diverse backgrounds.
- Superior organisational ability with demonstrated self-motivation and initiative in managing multiple tasks.
- Ability to work autonomously, prioritising key work requirements for a workday.
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Well-developed verbal and written communication skills.
- Demonstrated personal resilience, an ability to work in a varied role, including work out of normal hours.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position employed under the terms of the Scotch College Adelaide Enterprise Agreement 2024
- Work flexible hours to ensure consistent year-round care for livestock, which will include weekend work.
- Must be available to work a rotating roster, including weekends.
- The incumbent will undertake regular relevant training to ensure that skills are maintained or enhanced in the relevant areas of responsibility.
- Annual leave will need to be taken in consultation with the Head of Agriculture to ensure continual care for the livestock

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.