

POSITION TITLE: Casual Tech School Mentor
POSITION REPORTS TO: Learning Technologist
DEPARTMENT: Banyule Nillumbik Tech School
DIRECT REORTS: Nil
CAMPUS LOCATION: Multi-Campus Institution (Greensborough)
POSITION NUMBER:
CLASSIFICATION: Melbourne Polytechnic Academic and Professional Staff Agreement
2023
LEVEL: PACCT 5

POSITION PURPOSE

This position supports the development and delivery of future-focused STEAM and Project-Based Learning at the Tech School.

Mentors provide participants with access to technology and skills which may be of interest to them or provide increased skill in areas of interest. Additionally, mentors will form a connection with participants and encourage self-confidence and social skills.

Mentors are not teachers and not necessarily teacher trained.

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STAKEHOLDER MANAGEMENT

Internal:

Reports to the Learning Technologist
Direct reports – Nil.
Lateral reports- Tech School Staff
Other Melbourne Polytechnic staff

External:

Partner Schools
Tech School Network

Melbourne Polytechnic Values

Welcoming

We all belong. We welcome and appreciate diverse ideas, and we embrace differences. We are open-minded, kind and compassionate so that everyone feels valued and respected. We create safe spaces for every person to come with their whole self and achieve their full potential. When everyone feels supported, our community is a better place.

Curious

We have a passion for learning. Curiosity inspires us to be creative and find different ways of looking at the world. When we listen well and ask thoughtful questions, we learn more and can adapt well to change. Our enthusiasm for learning and sharing knowledge drives us to improve. We are open to, and respectful of, everyone's experience and contribution. We seek out, and are receptive to, new skills and ideas. We find better ways of doing things that benefit our community.

Collaborative

We are better together. We support and empower each other as we work towards our shared vision. We achieve more when we share our work, ideas and solutions in a respectful way. We make it easy to connect and collaborate with each other, our students, industry and community.

Accountable

We all act with integrity. We hold ourselves to a high standard and are responsible for our actions. We take our role seriously and our vision informs every decision we make. In every interaction we are honest, respectful and fair. We deliver on our commitments to each other, our students, industry and community.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Facilitate sessions with child safety being your primary concern
- Engage the participants using technology and their own interests
- Fix any hardware and software issues that may come up
- Encourage the participants to connect with other members of the group
- Teach, when requested, various programs, games technical skills etc
- Mentors are not teachers and not necessarily teacher trained.

KEY SELECTION CRITERIA

Essential

- Diploma, Bachelor or post-graduate level qualifications in a STEM field
- High-level of knowledge of computer programming or other digital media development skills
- Experience developing strong and purposeful mentoring relationships with participants
- Capability to support self-directed learning and individual project-based programs
- Experience with several or all of the following technologies:

- Minecraft
- Steam
- 3d Design
- Graphic Design
- Video Making
- Music Making
- Gamemaker
- Unity3d
- Programming
- Web Design
- Current Working with Children Check (Employee) – **mandatory**.
- Current National Police Check – **mandatory**.

Desirable

- Experience dealing with someone with a disability

OTHER POSITION RELATED INFORMATION

- **Delegation of Authority** – MP's Delegation of Authority Policy outlines the decision-making authority of this role.
- **Child Safety** – Melbourne Polytechnic (MP) is a child safe organisation, as such all employees, volunteers, contractors and service providers are required to promote a culture of child safety, comply with Child Safety laws and reporting obligations of suspected child abuse per institute Child Safety policy and procedures. All employees are required to hold and maintain a current Working with Children Check Clearance for the duration of their employment.
- **Occupational Health, Safety & Wellbeing** - The table below, is a compilation of summarised Responsibilities for this role in accordance with MP's Health, Safety and Wellbeing management System (HSWMS). Other specific responsibilities are incorporated into MP Policy and Procedures where they vary from this.

ROLE	RESPONSIBILITIES
Management	<ul style="list-style-type: none"> ▪ Ensure activities comply with <i>Occupational Health and Safety Act 2004</i>, <i>Occupational Health and Safety Regulations 2017</i> and includes but is not limited to: <ul style="list-style-type: none"> - Implementing Health, Safety and Wellbeing risk management activities(e.g. hazards identification, inspections, incident reporting including near misses) and any local specific measures required to eliminate or reduce risk in their area. - Providing safe plant, equipment, facilities and processes that are adequately maintained and do not adversely impact the health or wellbeing of staff, students and others. - Providing instruction, information, induction, training and supervision to enable work to be carried out safely. - Ensuring workers are fit for work and manage fitness for work issues. - Implementing corrective or remedial actions identified as a result of hazard/incident reports, incident investigations and/or audits. - Monitoring and reviewing the Health, Safety & Wellbeing performance of their Portfolio/Department and direct reports (e.g. via HSW audits and other applicable performance indicators). ▪ Promote compliance with the HSWMS and strive towards continual improvement ▪ Support other managers to demonstrate leadership in their areas. ▪ Develop, lead and promote a culture in their area of responsibility. ▪ Fulfil their responsibilities defined in the MP Workers Compensation and Return to Work Program.
Employees Students and Others	<ul style="list-style-type: none"> ▪ Take reasonable care for their own Health, Safety and Wellbeing and that of others. ▪ Implement remedial actions and control measures within their control that are established for the purposes of health, safety and wellbeing. of others ▪ Comply with any reasonable instruction of MP and its Management. ▪ Comply with the relevant Health, Safety & Wellbeing Policies and Procedures, including reporting of hazards or incidents in line with the incident reporting procedure. ▪ Fulfil other responsibilities as required to ensure a safe working environment.