

POSITION DESCRIPTION

	Effective Date:	April 2025
POSITION TITLE:	Design & Technology Assistant (Part-time)	
REPORTS TO:	Design and Technologies Teacher	
EXPERIENCE AND QUALIFICATIONS:	<p>1. Job Specific Relevant technical expertise, including:</p> <ul style="list-style-type: none"> • Practical experience and knowledge of relevant tools, machines and materials. • Understanding of the Workplace Safety requirements as it pertains to equipment and student safety. • A minimum of a C class Licence. • Working with Children Check. <p>2. Coordination and management Coordination, management and organisational skills including:</p> <ul style="list-style-type: none"> • Pro-active approach to problem solving with the ability to recommend solutions. • Ability to follow scheduled and unscheduled work plans ensuring timelines and priorities are met. • Proven ability to plan, control and carry out set required activities. • Excellent organisational skills – methodical and systematic in organising all workload and individual tasks. • Organise resources and establish priorities. • Ability to maintain and undertake simple repairs to equipment. • Work unsupervised and also in a team environment. • Maintain regular consistent and professional attendance, punctuality and personal appearance. <p>3. Communication and Interpersonal Communication (written and oral) and interpersonal skills including the ability to:</p> <ul style="list-style-type: none"> • Proven ability to establish and maintain effective working relationships with staff and supervisor. • Provide advice to a range of stakeholders, including imparting knowledge and skills to support teaching staff. • Good judgement, be able to show initiative / common sense with the ability to be self-critical. • Maintain excellent communication and time management skills • Pursue personal development of skills and knowledge necessary for the effective performance of the role <p>4. Other</p> <ul style="list-style-type: none"> • Physical ability to lift and manipulate equipment and perform manual work. • Willingness to uphold the ethos and values of the School. 	
POSITION PURPOSE:	<p>To provide support to the Design and Technologies curriculum by undertaking various non-teaching duties associated with the efficient and effective running of classes.</p> <p>To maintain and monitor consumables and equipment in Design and Technologies to ensure all students are able to access a wide range of materials and processes as part of their Design and Technologies provision.</p> <p>In conjunction with the Design and Technologies teacher impart knowledge to the students on the practical use of the equipment and consumables.</p>	

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KEY RESPONSIBILITIES:

This position works independently but as part of a small team to provide support for the delivery of the Design and Technologies classes. Duties include, but are not limited to:

- The sourcing / ordering of materials, parts, machinery, tools and equipment.
- The preparation of materials and equipment for the practical component of the lessons.
- Carrying out weekly Workplace Safety checks on all equipment and machinery or organising these repairs through an external provider.
- To maintain and monitor stock control.
- To provide technical support to staff / students during lesson time as required.
- Maintenance of machinery of machinery and equipment in accordance with relevant Workplace Safety requirements and other applicable legislation, regulations and standards.
- Ensure hand tools are kept in optimum condition.
- General housekeeping and storage of projects and equipment to allow for a safe, clean and efficient environment for staff and students to work in.
- The handling and storage of sometimes large quantities of raw materials following deliveries.
- Assist with operational aspects including policy, procedures, maintenance and security.
- Maintain a clean and organised workshop and resource area.

Workplace Health and Safety

- Demonstrate a commitment to workplace health and safety and ensure that the School complies with all relevant regulatory requirements in regard to the provision of a safe workplace and a professional work environment.
- Be aware of and follow all workplace health and safety requirements when undertaking work.
- Be responsible for reporting on all elements of workplace health and safety.

Other

- Any other duties as appropriate and requested by the Design and Technologies Teacher and Head of Technologies.

Hours of Work

This is a part-time position, based on 19 hours per week (0.5 FTE), the days and times of work will be dependent on the Design and Technologies timetable.

Generally, hours of work fall between 8.00 am to 4.00 pm Monday to Friday during term time. Some flexibility of hours will be required to facilitate effective input into the Design and Technology teaching program.