



The Cathedral School
of St Anne & St James
T O W N S V I L L E

Position Description

ROLE TITLE:	Tech Arts Assistant
DEPARTMENT:	Middle/Senior School
REPORTS TO:	Simon Midson (Deputy Principal) Chris Finlay (Head of Technology Department)
INDUSTRIAL AGREEMENT:	Queensland Anglican Schools Enterprise Agreement
CLASSIFICATION:	School Officer - Teaching & Learning
COMMENCEMENT DATE:	5 October 2021

This is an amazing opportunity to work in a fabulous school with a great team of professionals. The position is required to work 25 hours per week during the school term with flexibility around how these hours are worked. There is no requirement to work school holidays.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 2011*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Qld), employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Note that staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Deputy Principal) of any misdemeanour so that sanctions may be invoked where required. However within the staff's Duty of Care it may be necessary to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The **Tech Arts Teaching & Learning Assistant** is a term-time position as specified in the Letter of Offer. The position is to provide staff and senior students with workshop and administrative support within the Technology (Tech Arts) Department working with Technology Teachers to maintain an orderly, functional workshop that is conducive to learning.

The position will be required to fulfil 4 main functions. These being:

1. Prepare materials for class;
2. Maintain equipment;
3. Clean the workshop;
4. Assist to students in class under the direction of the Technology Teacher.

The Cathedral School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the School which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Deputy Principal through the Head of Technology Department for the day to day performance of duties. Employees at this level are responsible and accountable for their own work. Tech Arts Teaching & Learning Assistant is expected to work in consultation with all staff in the Tech Arts Department.

Work is carried out with general supervision on progress and outcomes within a workshop and involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals and determining best practices to implement in order to meet deadlines and to ensure the efficient running of the Tech Arts workshop.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Technology (Tech Arts) Teacher.

Under the direction of the Technology (Tech Arts) classroom teacher the position may be required to assist staff and students in their area of knowledge.

SKILL AND KNOWLEDGE

Essential Criteria

The Tech Arts Teaching & Learning Assistant will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Current First aid & CPR Certificates.
- Valid Working with Children Check (Blue Card).

Competencies, Knowledge & Skills

- Minimum 5 year workshop experience with a Trade background/qualification.
- Working knowledge of Workplace Health and Safety laws.
- Demonstrated competency with workshop tools and machinery.
- Communication and computer skills at an intermediate level and the ability to use office suite of products (word processing and spread sheeting) are required.
- Ability to work with a diverse group of children.
- Ability to work to deadlines demonstrating organisational and time management skills.
- Demonstrate the ability to work with others both individually and as a team member.
- Demonstrate initiative and flexibility in working with students through accepting differences in ability, need and learning styles in students and always cater for these differences.
- Demonstrate abilities of reliability, tact, confidentiality and discretion.

Desirable Competencies, Knowledge & Skills

- Attention to detail.
- Problem solving.
- Demonstrate reliability, flexibility, creativity and initiative within work role.
- Basic understanding of anti-discriminatory practices.
- Ability to liaise with a wide range of personnel including teachers, students, administration staff, suppliers, disposal companies, maintenance staff and ancillary staff.

KEY ACCOUNTABILITIES:

The Tech Arts Teaching & Learning Assistant is to support the Technology Teacher with the following duties:

Interaction with students

- Treat all students with dignity and respect and allow for individual differences.
 - Provide students with a safe environment for learning.
 - Model appropriate behaviour.
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Workshop

- Keep all tools and machines in safe working order.
- Advise Technology (Tech Arts) teaching staff and organise repairs and maintenance of equipment and machines as directed.
- Safely store and handle equipment and materials in accordance with Workplace Health and Safety, Government Codes and Safety Regulations.
- Safely store dangerous goods in accordance with Workplace Health and Safety, Government Codes and Safety Regulations.
- Prepare and clean materials.
- Clean workshop as required/directed by teachers.
- Develop cutting list and prepare material from those cutting lists.
- Dispose of materials in accordance with Workplace Health and Safety, Government Codes and Safety Regulations.
- Operate all machinery in the workshop according to Workplace Health and Safety and Safety Regulations.
- Assemble materials and equipment for class work.
- Assist and monitor students when using machinery under the direction of the Technology (Tech Arts) teaching staff.
- Provide support for students with learning difficulties and learning disabilities including modifying equipment as directed by the Technology (Tech Arts) teaching staff.

Administration

- Provide administrative support (answering telephone, email, word processing, spread sheeting and written correspondence) to the Technology (Tech Arts) teaching staff.
- Provide technical support and research assistance to the Technology (Tech Arts) teaching staff.
- Use Microsoft word, Excel and other electronic means to develop and maintain a system of record keeping.
- Maintain and monitor records and inventories of tools, stock and equipment and carry out stock takes as required.
- Maintain a current Material Safety Data Sheets (MSDS) Register, which is accessible to all staff and complies with the requirements of the Workplace Health and Safety.
- Work with Technology (Tech Arts) teaching staff to forward plan throughout the year and, as a result of stock take, prepare lists of materials and equipment to be purchased to meet requirements of teaching staff.

Other

- Prepare equipment and resources, and assist in assembling and disassembling displays for school events such as School Open Day and Subject Information Nights.
 - Provide support for Department and School activities as required by Heads of Schools and Technology (Tech Arts) teachers. (eg. School productions, house musicals)
 - Attend to tasks and duties as directed by the Technology (Tech Arts) Teaching staff.
 - It is expected that the position will develop an intermediate understanding of school procedures such as classroom procedures, lesson plans, and curriculum material.
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Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter and a resume outlining their experience providing 3 references to which the school can contact. Applications close 16 September 2021.

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au
