



ROLE DESCRIPTION

1.0 POSITION TITLE: School Officer – Technologies Workshop Teacher’s Aide

1.1. Hours – Part-time Term-Time (16 hours a fortnight).

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The purpose of this role is to assist the Technologies Department within the Workshop including Engineering, Digital and Design Curriculum Areas.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of Technologies Workshop Teacher’s Aide directly supports and assists the Technologies Curriculum Area Leader and Teachers within Workshop, Engineering, Digital and Design Curriculum Areas. The position involves collaborative working relationships with other Technologies staff as well as liaison with other staff, both teaching and non-teaching, of the College.

This Duty Statement will be reviewed annually, as part of a professional development appraisal, in collaboration and partnership with Technologies Curriculum Area Leader. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the Technologies Department.



4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

The position requires the role holder to undertake and complete the following duties, but is not limited to them, and other duties may be allocated from time to time as require:

Budgeting

- Sourcing stock and supplies in advance of classes.
- Preparing purchase orders of teaching and learning materials.
- Documenting expenditure.
- Researching pricing, preparing quotations.

Managing equipment and materials

- Maintaining Work Health and Safety requirements for teaching spaces, ensuring they are safe and compliant.
- Overseeing, maintaining and repairing equipment.
- Maintaining the Technologies materials storage cupboards and areas.
- Setting up classroom resources for classes.
- Accepting, sorting and delivered materials.
- Assisting with 3D printing, laser cutting, and machining materials etc.
- Preparation of materials, equipment and kits for student projects.

Supervision of students under the direction of classroom teacher

- Support teacher and students within the classroom as required.
- Under the guidance of a teacher, supervise individual and small groups of students. including supporting students in the operation of specialised equipment.

Assisting with department administration

- File, maintain and archive department records.
- Manage and develop department resources such as electronic robotics kits, and sample projects.
- Stocktaking.
- Maintaining the register equipment and materials.

Other

- Other duties as requested by the Technologies Curriculum Leader within your level of competency.

5.0 ESSENTIAL SKILLS

- Demonstrated ability and experience in the safe operation of workshop machinery.
- Basic knowledge of electronics, engineering and robotics equipment
- Demonstrated organisational skills
- Works efficiently and effectively in meeting deadlines.
- Excellent communication skills
- Sound level of ICT skills – use of management systems, 3D Printing and laser cutting software.
- Problem solving skills and
- Possess a valid Blue Card.



6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Technologies Teacher's Aide must act in accord with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The Technologies Teacher's Aide reports to the Technologies Curriculum Leader and ultimately the Principal of the College.