



Nagle College Bairnsdale

Position Description

Position: Technology Aide –Textiles

Reports to: Subject Learning Leader (Technology)

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The **Technology Aide - Textiles** assists the teaching staff in the Technology Faculty with preparation, organisation and cleaning in the Textiles storage, work areas and classrooms.

Key Responsibilities

- Consult with Technology teachers on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary.
- Assist technology teachers with practical sessions by arrangement with the teacher – priorities are decided in consultation with teachers or the Subject Learning Leader.
- Assist substitute teachers with practical sessions in the absence of the normal technology teacher (including long-service leave replacements).
- Maintain a safe storage, labelling, handling, and disposal system for materials in accordance with current regulations.
- Prepare for each practical class and demonstration, according to the requirements requested by the subject teacher.
- Co-ordinate the ordering and storing of materials required for practical sessions.
- Maintain these storage areas cleanly and neatly.

- Ensure there is an adequate supply of materials for the projects being undertaken (in consultation with the teachers).
- Conduct material and equipment stocktakes in conjunction with technology teachers or the Subject Learning Leader.
- Maintain equipment and student work units in good working order, arranging for the replacement of broken or lost items.
- Be responsible for reporting repairs to sewing machines and other large appliances to the Property Manager.
- Attending appropriate professional development or training programs.
- Accompany teachers on excursions as appropriate.
- Assist with photocopying and administration duties.

Textiles

- Clean and check equipment on a regular basis as requested by the teacher.
- Prepare Materials for classes as requested by the teacher.

Canteen

- Assist in the Canteen when required (this could include helping with the breakfast and recess service)

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend school meetings, mass, and Personal Development days.
- Demonstrate professional and collegiate relationships with colleagues.
- Any other duties as requested by the Principal.

Judgement and Decision Making:

This role requires the employee to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures.

Organisational Relationships:

The Technology Aide has a number of key internal and external relationships.

Reports to: Subject Learning Leader Technology

Internal liaisons: Teaching & support staff and students.

External liaisons: Suppliers/contractors and service providers.

Skills & Competencies:

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- Capacity and willingness to be familiar with understanding and complying with School policies and procedures.
- Ability to work independently and collaboratively as required.
- Demonstrated experience in a school environment. Practical experience within home economics and textiles would be considered an advantage.
- Display competence to undertake significant duties and confidence to contribute to a team-based work environment.
- Well-developed interpersonal skills combined with good verbal and written skills ensuring the ability to work effectively with staff & students at all levels.
- Effective time management & organisational skills combined with the ability to prioritise workload.
- Ability to learn and apply information to carry out effective outcomes.
- Ability to use finance systems to raise purchase orders and the ability to order materials online.
- A commitment to ongoing professional learning and growth in skills.