

MacKillop College



Position Description

Technological and Applied Studies Trainee

The purpose of this document is to record an accurate description of the position.

Supervisor: Leader of Learning Technological and Applied Studies

The Objective

The primary objective of this role is to complete on the job training requirements and documentation for the award of a Certificate II in Engineering at MacKillop College. Please refer to the outline of duties in the Role Description below. Your role encompasses but is not limited to what is listed below and there may be further requirements to your duties.

You will also be required to undertake the qualification of Certificate II in Engineering.

Award: Education Services (Schools) General Staff Award 2010

Term dates 2020: As per advertisement.

Hours of Work: 38 hours per week (approximately 7.6 hours each day). On occasions you may be required to travel away for excursions, camps or undertake additional hours. This extra time will be in lieu so you will not be required to work during school holidays.

Confidentiality: The incumbent will not at any time during the term of this agreement or at any time after termination of this agreement divulge any confidential information that is related to MacKillop College and students.

You will be provided with a staff handbook outlining other school details that you may require.

Vision and Mission: As outlined by St Agnes' Parish Secondary Schools.

Role Description:

- Respect and uphold the ethos and teachings of the Catholic Church.
- Serve the employer faithfully, efficiently, diligently and exercise all due care and skill in the performance of your duties.
- Preserve and promote the best interest of the employer and refrain from acting contrary to the interest of the employer.
- The trainee is required to attend morning briefings, Team and House meetings. Staff meeting attendance is only required upon request of the Principal or Coordinator.
- It is not best practice for the trainee to discipline students. It is however, expected that he/she would challenge students with particular attention to the student code of conduct and the student uniform policy. As mentioned below, this challenge would then be reported to the classroom teacher who would use their discretion to apply suitable discipline.
- Carry out any reasonable request made by the Principal or Supervisor.
- Liaise with Supervisor, MacKillop staff as required.
- The trainee will work collaboratively with teaching staff. The assistant will also help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning.
- Working with teachers to develop and provide a creative learning environment.
- Working with students individually and in small groups, assisting with student learning experiences.
- Assisting in the integration of students with disabilities and or learning difficulties.
- Implementing and monitoring programs devised by Supervisor or Classroom Teacher.

- Assisting in the preparation of resources.
- Maintaining, organising and storing resources and equipment.
- Assisting teachers with organising major events.
- Completing basic clerical tasks such as photocopying, filing, ordering.
- Assisting with the organising of parent volunteers.
- Work confidentially and with initiative in all aspects of the role.
- To follow the guidelines as set down by the classroom teacher, when giving assistance and when demonstrating and explaining techniques to the students.
- Assisting with student supervision and behaviour management as required.
- To immediately report any disruptive or dangerous behaviour to the classroom teacher so that they may deal with it in the appropriate manner.
- Supporting student development and learning.
- Attending meetings and professional development as required.
- Providing any other assistance as required by teaching staff.
- Participating in workplace safety procedures.
- Performing basic first aid.
- Contributing to the health and safety of students.
- To practice and promote all WH&S procedures and all Standard Operating Procedures specified for MacKillop College.
- Other duties as directed from time to time.

Specific duties:

The list below outlines the basic duties and responsibilities of the assistant without going into details of day to day operations of the position.

- Carry out duties as directed by the Technological and Applied Studies Leader of Learning.
- Attendance at water based activities approved by Leader of Learning.

Workshop Security

- The trainee is responsible for the opening of workshops in the mornings and ensuring they are locked at the end of each day.

Tool Maintenance

- Grinding and sharpening of:

plane irons	chisels
lathe tools	spokeshaves
gouges	scribers
tinsnips	saws etc

Room Organisation

- General workshop tidiness (vacuuming), cleanliness of inaccessible areas, minor improvements.
- Project displays.

Material Preparation

- Cutting materials to job sizes for distribution to classes.

Tool Preparation

- Adjustments to planes, marking gauges, fitting handles and general lubrication of tools.

Tool storage

- Manufacture storage boxes and racks for new equipment. Making shadow boards.

Appliance Repairs

- Regular maintenance of vices, cramps, portable power tools.

Machine Servicing

- Regular oiling and/or adjustment of lathes, drilling machine, band saw, grinder, disc sanding/finishing machine, compressor-spray gun and circular saw.

Material Storage

- Responsibility for general storage of timber, metal, chemicals etc.

Building Supervision

- Security of windows and doors, painting of cupboards, shelves, staff room, etc. As well as the above duties the person appointed should have the ability to use a variety of power tools, including electric welders, table saw and router. The person should be able to work from a workshop drawing and have good general practical skills.

Other

- Collection of consumables, collecting materials from local businesses (subject to own vehicle).
- Photocopying of resources, course workbooks etc.