



Penola Catholic College Position Description



Position Title	Design Technology and Art Assistant
Classification	Education Support Category B Level 2 (Full Time Salary \$58,938 to \$75,481 plus Superannuation and work school terms only)
Employment Status	0.6FTE (22.8hrs, Week 1 -Monday, Thursday and Friday Week 2 – Tuesday, Thursday, Friday) 2026 1 Year Fixed Term
Reports to	Principal, Head of Technology, Business Manager

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are the Junior Campus situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Design Technology & Art Assistant is responsible for the ensuring the smooth operation of our technology & Art workshops (wood, metal, electronics), maintaining tools and equipment, and assisting teachers with the preparation of materials for classes. The Design Technology and Art Assistant also plays an important role in supporting students, ensuring a safe learning environment and assisting teachers during practical lessons.

Responsibilities and Accountabilities

Design Technology

- Prepare wood and metal materials for students as required for class projects and activities as directed by the teacher.
- Assist teachers in delivering practical lessons, providing technical support to students as they work on their projects.
- Support the use of contemporary technologies (eg 3D printers, laser cutters etc).
- Schedule and coordinate major repairs and servicing as required.
- Check all tool boards and work areas before and after practical classes, ensuring all tools are accounted for and are in good working order.
- Place orders for materials and equipment within the Technology area as necessary.
- Maintain a clear, organised and safe workshop environment, inc routine safety checks to ensure adherence to health and safety standards
- Offer guidance to students on the proper use of equipment ensuring safety and efficiency and in accordance with manufacturer's instructions.
- Assist the teacher in ensuring that all students are wearing the correct PPE.
- Support the Technology Learning Area with the display of work and setting up showcase events (eg Technology Expo).

Art

- Preparation of materials for art lessons, in consultation with teachers
- Responsible for maintaining stock levels and the organisation of materials within the storeroom.
- Preparation of orders including purchasing of materials and consumables
- Preparation and curation of student works for displays, exhibitions and competitions.
- Cleaning the workspaces, benches, furniture and equipment regularly and as required.
- Operating and maintaining specialist equipment and organising relevant servicing and repair.
- Maintenance of records for hazardous materials and workplace health and safety

Other

- Participate in team meetings and professional learning opportunities to continuously improve skills and knowledge.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries.
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager).

Experience and Qualifications

- Previous experience working in art, wood and metal machinery and general workshop maintenance.
- Previous experience in a school environment is highly desirable.
- Excellent communication skills and be personable and pastoral in all interactions with staff, parents and students.
- Proactive and self-starting, taking responsibility for own actions.
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals.
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others.
- Hold a current Working with Children Check and Police Record Check.
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.