

POSITION DESCRIPTION

Wood Technician

<p>POSITION REPORTS TO: Principal, via the Instructional Leader (Technology) and Woodwork Teachers</p>	<p>AWARD: Entitlements under the Catholic Education Multi Enterprise Agreement 2022 (or its successor)</p>
<p>CLASSIFICATION: Educational Support Officer (dependant on experience)</p>	<p>TERMS OF EMPLOYMENT: Fixed Term Contract until the end of Term 4, 2026 (with possible extension) Part time (0.4 FTE or 0.6FTE)</p>
<p>ANNUAL LEAVE: As per CEMEA 2022</p>	<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Annual Review Meeting • Police Record Check • Working with Children Check
<p>COMMENCEMENT DATE: As soon as possible</p>	<p>TO BE REVIEWED BY AND DATE: Annually</p>

CONTEXT

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing, and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom, and Knowledge.

***“He returned to Nazareth, and became strong, filled with wisdom;
and the favour of God was upon Him.”
(Luke 2:40)***

OVERVIEW OF ROLE

The Wood Technician is responsible to the Principal via the Instructional Leader (Technology) and Woodwork Teachers for the duties outlined below in accordance with college policies and procedures. They will have a passion for life-long learning and possess a genuine commitment to work with students and staff with flexibility, creativity, passion and enthusiasm. They will also be energetic and possess excellent interpersonal skills

They will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with young people recognising different stages of development and different learning styles.

The Wood Technician is required to be familiar with and comply with the College’s Child Safety and Wellbeing Policy and the Code of Conduct. They will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

The successful candidate will commence as soon as possible.

KEY RESPONSIBILITIES

- Support the Wood Teacher in the classroom.
- Resource management: Maintain and prepare teaching resources for demonstration, liaise with the Instruction Leader (Technology) and Woodwork Teachers about materials, tools, machinery and repairs.
- Stocktake material, tools and machinery
- In consultation with the Instructional Leader (Technology) and Woodwork Teachers, prepare bulk orders for the next Term
- Professional collaboration: Attend regular Technology meetings, participate in professional learning, and work collaboratively with classroom and specialist staff.
- Child safety and pastoral care: Model professional behaviour, maintain a safe learning environment, and follow school child safety policies.

SELECTION CRITERIA (ESSENTIAL)

Nazareth College, Noble Park North recognises and values each applicant's unique gifts, talents, and experience. The criteria listed below will inform the selection process.

1. Support of the vision and mission statements of our learning and faith community.
2. Experience with using and basic servicing of static woodworking machinery.
3. Strong communication and interpersonal skills, enabling professional and positive engagement with students, parents/guardians, staff and the broader school community.
4. Well-developed organisational skills, including effective planning and time management, the ability to manage lesson schedules, resources and student records, and to work both independently and collaboratively within a team environment.
5. Enthusiastic, student-centred approach with a passion for education and a commitment to fostering students' growth, confidence and participation.
6. Flexibility and the ability to operate effectively in a dynamic and changing environment, exercising discretion and sound judgement within established work practices.
7. Commitment to ongoing professional learning and the continuous development of professional knowledge and skills.
8. Demonstrated commitment to child safety, including a sound understanding of Child Safe Standards and mandatory reporting requirements as they apply to Nazareth, and a strong commitment to ensuring student safety, wellbeing and participation.
9. Hold a valid Working With Children Check (WWCC) and willingness to undertake all required background checks.

DESIRABLE QUALIFICATIONS AND ATTRIBUTES

- Trade qualified Timber Joiner, Cabinet Maker or Carpenter, or equivalent qualifications
- Experience building custom joinery in a workshop environment
- Strong knowledge of timber construction and assembly techniques
- Ability to work from drawings and produce components to specification
- Confident operating tools and machinery safely and efficiently
- Strong attention to detail and pride in workmanship
- Reliable with a strong work ethic
- Ability to work with students and team environment
- Adhere to safety standards and perform regular maintenance on tools and machinery
- First aid: Current First Aid and CPR certification (or be willing to attain)
- Driver's Licence

PROFESSIONAL EXPECTATIONS

- Implement decisions and procedures as directed by the College Leadership Team;
- Support the Catholic Ethos, Child Safe Policies, School Policies and Procedures and Statement of Principles Regarding Catholic Education.
- No position description can be entirely comprehensive, and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this position description;
- This position may require the incumbent to attend meetings, functions and school events outside regular working hours. Some duties may need to be performed at times other than during the school day or when students attend.
- Follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Perform duties professionally and respectfully and act as a role model.
- Neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge any confidential information concerning the College to anyone.
- Commit to ongoing professional development.
- Participate in the staff review process annually.
- Attend whole-school events such as Open School, Nazareth Day, Assemblies, Staff Reflection Days and Professional Learning Days, Liturgies, and other events required by the Principal.
- Communicate information of a serious nature to the Principal or Leadership Team.

CHILD SAFETY

Every person employed at Nazareth College is responsible for understanding their role to ensure that all students' care, well-being and safety are at the forefront of every decision they make. Nazareth is committed to ensuring all Staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured. All Staff must:

- Be informed and comply with the College's obligations concerning Child Safe Standards and report cases of suspected child abuse per legal obligation under Ministerial Order No. 1359 Child Safe Standards
- Attend and take part in child protection training, including online modules.
- Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff members, to ensure that the regulations associated with Occupational Health and Safety are adhered to. Staff members are advised that they are to:

- Contribute to the provision of a safe and healthy working environment for employees, contractors, students and others by assisting the school to ensure compliance with OH&S objectives.
- Ensure that proper procedures, training and supervision are in place to minimise occupational health and safety risk.
- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures.
- Follow established safe working procedures, instructions, and rules.

- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not wilfully place at risk the health and safety of any other person in the workforce.

OTHER DUTIES

- No position description can be entirely comprehensive, and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this position description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee;
- The position will, from time to time require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Leadership Team Staff Students	Parents Visitors Contractors	Staff Meetings