



POSITION DESCRIPTION

Position:	Technologies Assistant
Reporting to:	Head of Technologies
Classification:	School Officer level B under the Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023
Tenure:	This role is a full time, term time, ongoing position

Primary Role Purpose:

The Technologies Assistant is employed to provide practical support to the Technologies learning area of the College. The role will undertake preparatory and maintenance tasks for the Technologies subjects to enable smooth and efficient classroom experiences for our students. The Technologies learning area consists of the colleges design technologies (wood, metal, textiles), digital technologies, and food technology. This role will be focused on the wood, metal and digital technologies subjects, however from time to time will be needed to support the other technologies areas also.

This role is also responsible for maintaining Occupational Health and Safety standards as they relate to the technologies disciplines ensuring records are updated, policies and procedures are followed and equipment is maintained to comply with Occupational Health and Safety, Risk and Compliance standards.

Ongoing Responsibilities

All non-teaching members of staff are expected to fulfill their duties and responsibilities in ways that strengthens Lutheran identity, enhances excellence in teaching and learning, engages in continuous improvement and innovation, builds community and connection, and leads effective organisation and management.

These expectations are delivered through the following duties and responsibilities:

- Prepare materials for the relevant class as per the teacher's instruction such as cutting lengths of timber, preparing stains for timber polishing, cutting metal lengths, preparing filaments for 3D Printers.
- Monitor and provide basic maintenance to machinery to ensure machines are in good working order and functioning properly, arranging for repair and servicing as necessary.
- With oversight from the Head of Technologies, provide support and information in the maintenance of Occupational Health and Safety documentation and procedures, particularly as they relate to the maintenance of machinery.
- Ensure the supply of materials and hardware are maintained across the breadth of technology subjects including robotics, timber, 3D printing filament, solder etc.
- Undertaking any stocktake of supplies.
- Provide support in the use and maintenance of tools and learning spaces.
- Use machinery to provide appropriate materials for students in classrooms.
- Provide secondary supervisory support for students in the classroom and workspaces to ensure the correct and safe use of equipment.
- Support with the ordering and distribution of supplies and materials for the Technologies areas.

- Support in the preparation of open day and other showcase events as necessary.
- Other duties as required by the Head of Technologies or Principal.

Qualifications

- A successful employer Working with Children Check.
- A trade qualification would be advantageous.

Personal Qualities and Experience

The successful applicant will exhibit the following personal qualities:

- Strong interpersonal / personal skills including excellent communication skills.
- Excellent time management and organisational skills with the ability to multitask.
- Be a role model and positive member of the college community including being fully supportive of the college.
- Ability to be self-motivated, focused and to complete tasks on time.
- Proficient computer skills and use of Microsoft Office Programs.
- Experience with a range of machinery types and basic understanding of their maintenance
- Good understanding of how to prepare a range of materials
- Demonstrated experienced working within a school environment would be advantageous.

Key Selection Criteria

1. Experience in Woodwork, Metalwork, 3D printing, laser cutting, sewing machines and associated use of machinery/Technology or a willingness to learn and improve skills.
2. Demonstrated ability to work across multiple priorities and manage time effectively.
3. Demonstrated ability to be proactive and anticipate the needs of our students and teachers for various classes.
4. Demonstrated ability to be flexible and accommodating in changing environments.
5. Experience working in a school and classroom environment would be advantageous.

Key Internal Relationships and Accountabilities

Reports to the Principal via the Head of Technologies Learning Area.

Associated Relationships:

- Head of Technologies
- Teaching staff
- Students

Our Commitment to Child Safety

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

Professional Expectations

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

Core Leadership Behaviours

The Technologies Assistant is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others, accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self-Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.