

Classroom Assistant - Food Technology

Classification:	CEMEA 2022, Education Support Employee, Category B, Level 2
Employment Type:	Part Time (0.4 FTE) and ongoing
Reports to:	Deputy Principal – Student Programs and Staffing
Direct Reports:	Nil

Context

Sacred Heart College is a progressive, high-performing community rooted in deep traditions and a genuine culture of welcome. Our Catholic identity shapes our daily learning environment, encouraging both staff and students to embody the Mercy values of compassion, courage, hospitality, justice, respect and service. Guided by the 'Sacred Heart Way', we actively bring our founder, Catherine McAuley's vision to life.



At Sacred Heart College, we redefine the educational journey by bridging the gap between wellbeing and global responsibility. Our strategy goes beyond the traditional classroom, fostering a resilient community in which sustainable living and emotional intelligence serve as the foundation for breakthrough leadership. By harmonising heart and mind, we ignite a new generation of changemakers ready to tackle the world's most complex challenges with grit, grace and a deep commitment to the common good.

Primary Purpose and Key Priorities of Position

The Classroom Assistant plays a vital role in supporting teachers and enhancing student learning experiences by preparing materials, assisting in practical activities, maintaining equipment, and ensuring a safe and organised learning environment. Classroom Assistants work collaboratively with teaching staff to facilitate hands-on learning, supervise students, uphold occupational health and safety standards, and contribute to the efficient operation of the classroom. Through a proactive approach and expertise in their specialised area, Classroom Assistants help create an engaging and supportive educational setting that fosters student curiosity, skill development, and academic success.

Key responsibilities across all Classroom Assistant include but are not limited to:

Equipment and Resources

- Conduct equipment checks for any damage, malfunction, or need for replenishment.
- Regularly clean and maintain tools, equipment, and learning materials.
- Ensure appropriate cleaning schedule is maintained and executed for the learning space.
- Monitor stock levels, order and/or purchase supplies, and ensure equipment is in safe working condition.
- Budget management associated with classroom supplies and equipment.
- Appropriate storage and disposal of chemicals utilised in production and cleaning.

Practical Classes and Demonstrations

- Collaborate with teachers to test and evaluate new practical activities, experiments, and projects that support curriculum development.
- Provide feedback on the effectiveness and feasibility of new initiatives in the classroom.
- Stay updated with emerging trends and best practices in the field to enhance classroom experiences.

Before Class - *Preparation of Materials & Equipment*

- Gather and set up all required materials, tools, and equipment.
- Prepare ingredients, chemicals, textiles, or art supplies as necessary.
- Check the functionality and safety of all equipment before use.
- Arrange workstations to optimise student accessibility and efficiency.
- Ensure safety gear (e.g., gloves, goggles, aprons) is available and in good condition.
- Print or distribute instructional resources, worksheets, or safety guidelines.
- Conduct a risk assessment for any hazardous materials or processes.
- Set up demonstration areas for teachers or assistants to model techniques.

During Class

- Assist teachers in preparing and delivering lessons by setting up and managing materials.
- Provide hands-on support to students during practical activities, projects, and assessments.
- Reinforce learning by demonstrating safe and correct techniques and guiding students as needed.
- Assist students in safely handling tools, equipment, and materials.
- Monitor students for correct technique and compliance with safety protocols.
- Demonstrate safe and correct use of specialised equipment where required.
- Observe and report any safety risks or incidents to the teacher.
- Assist students in cleaning their workstations and returning items to the correct place.

After the Class - *Clean-Up and Reset*

- Ensure all tools, materials, and equipment are properly cleaned and stored.
- Dispose of hazardous materials (e.g., chemical waste, biological specimens, expired food items) safely and in accordance with regulations.
- Replenish consumables and prepare materials for the next lesson.
- Update stock records
- Reset classroom or lab spaces for the next session, ensuring they are safe, tidy, and organised.

Excursions and External Learning Opportunities

- Support teachers and students during off-campus learning activities such as excursions, field trips, and external workshops.
- Assist in the preparation, setup, and transport of necessary materials for external learning experiences.
- Ensure students follow safety procedures and guidelines during excursions.

Area Specific Duties

- Enforcing strict food hygiene and safety protocols, including correct food handling, storage, and preparation procedures.
- Supporting teachers in identifying student allergies and assisting with resource or ingredient alternatives.
- Managing food safety documentation and ensuring compliance with government food safety standards.
- Monitoring and maintaining food storage areas, including refrigerators and dry storage, at correct temperatures
- Auditing of equipment and stock when other staff / externals use the Kitchen equipment

Other accountabilities and duties

In addition to the primary purpose and key priorities, the Classroom Assistant will:

- Undertake other reasonable duties as directed by the Principal, or Deputy Principals, Direct Manager, or Discipline Specific Teachers.
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development

The Classroom Assistant will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

Key Relationships

Key relationships include:

- Classroom Teachers
- Classroom Assistants
- External Suppliers

Experience and Qualifications

Essential:

- Reliable, flexible and self-directed, with an ability to work effectively both within a team and independently
- Demonstrated time management and planning skills, and basic computer literacy
- Sound communication (oral and written) and relational skills
- Awareness of health and safety obligations and implications relevant to the role
- Ability to proactively identify potential risks and issues, problem-solve and report

Desirable:

- Professional industry membership, or involvement in relevant networks
- Previous experience in a school setting

All employees are subject to appropriate employment and compliance checks prior to and during employment.

This position requires a current Police Check, Working with Children Check and drivers' licence.

Child Safety

The Classroom Assistant will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.

General Work Description - Education Support Services, Level 2 (CEMEA)

Competency	Competency at this level involves the application of knowledge with depth in some areas and a broad range of skills. There is generally a variety of tasks, roles and contexts. There is some complexity in the range and choice actions required. Some tasks may require limited creative, planning or design functions.
Judgement, Independence and Problem-Solving	i. Roles at this level will generally require employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures, interpret precedents and adapt standard methods or practices to respond to variations. ii. Roles may require an employee to: Apply diagnostic skills, theoretical knowledge and techniques to a range of procedures and tasks; and/or undertake tasks requiring expertise in a specialist area or a broad knowledge of a range of functions.
Direction	i. Supervision is generally required to establish general objectives relative to specific tasks, to outline the desired end product and to identify potential resources for assistance. ii. Some positions will require routine supervision to general direction depending upon experience and the complexity of the tasks.
Supervision	i. Roles at this level may be required to: supervise students while performing their normal duties but may not be used instead of a Teacher; Supervise other employees at lower levels and within the general work area.
Qualifications and Experience	i. Level 2 duties typically require a skill level which assumes and requires knowledge or training equivalent to: completion of a trades certificate or Certificate III; completion of Year 12 or a Certificate I or II, with relevant experience; or an equivalent combination of relevant experience and/or education/training.