



<b>Position Description</b>	
<b>Position:</b>	Manual Arts Technician
<b>Load:</b>	Part time
<b>Duration:</b>	Commencing Term 4 2023, 12-month appointment
<b>Campus:</b>	Senior Campus
<b>Learning Area:</b>	Manual Arts
<b>Reports to:</b>	Head of Manual Arts
<b>Key Relationships:</b>	Teachers and students
<b>School Overview:</b> <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
<b>The Woodleigh Staff Member</b> <p>An employee at Woodleigh School:</p> <ul style="list-style-type: none"><li>• Encourages a culture of mutual respect, inquiry, innovation and learning</li><li>• Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice<ul style="list-style-type: none"><li>○ Real world learning</li><li>○ Assessment for learning</li><li>○ Life-long learning</li><li>○ Student agency, coaching and mentoring</li><li>○ Wellbeing and engagement</li></ul></li><li>• Communicates effectively with students and families about student learning and progress</li><li>• Sets high academic achievement expectations</li><li>• Identifies and supports students' social, emotional, and behavioural learning needs</li><li>• Facilitates, designs and engages with effective collaboration</li><li>• Provides timely feedback and collaborates with others to offer specialised support</li></ul>	

**Position Summary:**

This is a technician position supporting the Manual Arts Learning Area at Woodleigh School commencing in Term 4, 2023 for a 12-month period. The role primarily focuses on the needs of and support to Woodleigh School teachers and students in the area of Manual Arts. The successful applicant will be expected to assist across a range of year levels, while also contributing to the school's Camp and Activities programs. It would be considered highly desirable for applicants to also have a passion for visual and manual arts.

**Key Responsibilities:****Manual Arts**

- Provide classroom support for Manual Arts teaching staff as required (including set-up, during class, and pack-up).
- Maintain Manual Arts Department resources in an organised and easily accessible manner.
- Prepare materials for class groups and individual student projects.
- Assistance with the stocktake of materials and equipment.
- Prepare orders and quotes of materials and equipment, including delivery and/or collection.
- Document and report on the maintenance requirements of Manual Arts Department equipment, plant and facilities.
- Perform routine maintenance on tools, equipment and plant.
- Be aware of and comply with OHS regulations, standards and codes of practice relating to department resources and processes.
- Maintain Safety Data Sheets and chemical registers.
- Ensure safety signage is appropriately displayed.
- Undertake other duties as required and which are relevant to the position, as directed by Manual Arts staff and comply with Woodleigh policies and procedures, as amended from time to time.

**Selection Criteria:****Experience and Skills:**

Must be able to demonstrate:

- Relevant qualifications to machine operation
- Experience following OH&S procedures and protocols
- Experience with a broad range of wood and metalworking tools, machines and equipment
- An understanding of appropriate behaviours when engaging with children
- Experience working with children
- Excellent communication skills
- Well organised with the ability to prioritise
- A positive attitude and willingness to learn

**Education and Qualifications:**

- Completion of VCE (or equivalent).

**Personal Qualities:**

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work effectively individually and within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity

**Conditions of Employment:**

- A valid Working With Childrens Check is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

<b>Prepared by:</b>	Human Resources
<b>Date prepared:</b>	September 2023
<b>Employee Signature:</b>	
<b>Date:</b>	