



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Hands on Learning Technology Assistant

Position Description	
Position Title:	Hands on Learning Technology Assistant
Reporting Relationships:	Responsible to the Hands on Learning Teacher
Direct Report (If Applicable):	N/A
FTE & Position type:	Ongoing, Full Time
Classification Level:	ESO – Level 2, Category C under the VCEMEA 2013 & MOU 2017
Campus Location	Officer

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The Hands on Learning Technology Assistant works directly with Hands on Learning Teachers to provide technical support to the Hands on Learning Program and supervision of students.

Key Duties & Responsibilities:

- Prepare resources for the Hands on Learning Program
- Attend all Hands on Learning classes to support the teacher and students with using resources and equipment
- Support the Hands on Learning Teacher to ensure classes operate within a safe learning environment
- Attend all Hands on Learning classes to support the teacher with the running of classes and supervision
- Adhere to College Occupational Health and Safety Standards
- Continue to develop new safe work practices as the program changes or includes new facilities, machines, equipment and tools
- Assist staff and students through pre-planning, preparation and cutting of various materials and the use of power industrial tools and cutting machines that will assist in prepping students work
- Maintain all static machines within the learning areas
- Ensure cleanliness of all equipment, machines within all rooms within the department
- Source workable and reliable suppliers for materials, machines, equipment and tools
- Make sure that budgets are not compromised by over spending on non-necessary equipment or surplus equipment
- Assist in the maintenance of the Horticultural centre

- Assist with distribution of deliveries and in some instances pick up and deliveries
- In conjunction with the Hands on Learning Teacher, ordering and purchasing of goods and materials associated with the curriculum
- Be responsible for ensuring equipment is operated in a safe manner
- Servicing of machinery & equipment and tools on a daily basis
- Ensuring the cleanliness and housekeeping of areas associated with personal work area
- Keep records of safe handling and use of chemicals and up to date risk assessments on machines
- Any other duties as directed by the College Principal, Vice Principal or Director of Learning Culture

Skills and Knowledge:

- Technical skills in Wood Technology, Plastics, Metal, Systems, Horticulture and Textiles
- Can effectively build and maintain relationships
- Has a commitment to Occupational Health and Safety
- Demonstrates strong organisation skills
- Interpersonal skills to effectively communicate with students and colleagues
- Flexible and adaptable to changing conditions

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:

21 December 2018