

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Design and Technology Assistant</b>
<b>SECTION:</b>	<b>School Officer</b>
<b>REPORTS TO:</b>	<b>Design and Technologies Curriculum Leader</b>
<b>CLASSIFICATION:</b>	<b>School Officer – Level 3</b>
<b>AWARD:</b>	<b>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023 - 2026</b>
<b>LOCATION:</b>	<b>Ryan Catholic College, Kirwan</b>

## OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

## OUR SYSTEM VISION

*“The promotion of the human person is the goal of the Catholic school”*

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> (John 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-26)	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> (John 10:10)	God wants us to live life to the full.	<b>RECONCILIATION</b> (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>INCLUSION</b> (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	<b>HOPE</b> (Luke 24:15-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 23:23-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		<b>COMPASSION</b> (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

Ryan Catholic College, Kirwan, provides a Catholic education for both boys and girls from Prep to Year 12 on two campuses (Prep to Year 4 and Years 5 to 12). Students are offered a diverse curriculum in modern, well-equipped facilities.

The Design and Technology Assistant at Ryan Catholic College plays a crucial role in providing logistical support and organisation for the specialist Design and Manufacturing classrooms. This role is essential for ensuring the smooth operation of the Design and Manufacturing department, enabling teachers and students to focus on teaching and learning. The Design and Technology Assistant will be responsible for various administrative and logistical tasks to maintain an efficient and safe learning environment.

The position reports directly to the Design and Technologies Curriculum Leader and will be based at Ryan Catholic College.

## KEY ACCOUNTABILITIES

### **Contribute to the effective operation of the Design and Manufacturing classrooms:**

- Set up and maintain Design and Manufacturing classrooms, workshops, and equipment for practical lessons.
- Ensure that all tools, materials, and equipment are in good working order and well-organised.
- Assist in arranging the layout of classrooms to optimise teaching and learning.
- Keeping all workshops and makerspace in order and conducive to learning may include but not limited to:
  - General cleaning of machinery.
  - Cleaning of workshops.
  - Removal of waste.
  - Monitoring hand and power tools to ensure they are clean and in working order.

### **Material and Equipment Management:**

- Coordinate with suppliers to order, pick up and replenish materials as needed as directed by the Design and Manufacturing Coordinator. Specifically, consumables to be monitored include:
  - Welding supplies, including gas levels
  - Makerspace consumables
  - Timber, steel and sheet material stock
- Monitoring of consumable hardware use. This entails organising and monitoring general stock of consumables in bulk storage and ensuring the distribution of standard consumables to all workshops on a regular basis.
- Performing machine/tool maintenance as per manufacturer's guidelines in the Technology classroom/workshops.
- Monitoring of Maker Space, Engineering and Construction machinery, maintaining equipment and arranging for repairs or replacements as necessary.
- Collaborating with the Design and Manufacturing Coordinator to develop and maintain a maintenance register for the repair/servicing of machines and equipment, based on recommended maintenance schedules from machine manufacturers.

### Health and Safety Compliance:

- Assist in the implementation of safety procedures for students and staff.
- Ensure general WHS requirements are met, including:
  - Maintaining machine maintenance registers
  - Ensuring Safe Operation Procedures are up to date, replaced if damaged or removed.
  - PPE is available for staff and student use, both machine based and class sets.
  - Machine lock out when required.
- Liaise with the Design and Manufacturing Coordinator to organise and help coordinate external machinery, equipment or building repair.
- Support for Teachers and Students
- Assist teachers in setting up demonstrations, experiments, and practical activities.

### Provide administrative support that meets the day-to-day requirements of the classroom:

- Maintain records related to equipment usage, inventory, and maintenance.
- Assist in the preparation and distribution of class materials, worksheets, and resources.
- Support the Design and Technology Coordinator with administrative tasks as needed.
- Collaborate with teachers, staff, and students to ensure the effective operation of Design and Manufacturing classes.
- Communicate regularly with the Design and Manufacturing Coordinator regarding classroom needs, issues, and improvements.
- Attend and contribute to regular meetings with Design Technologies Curriculum Leader and/or Design and Manufacturing Coordinator.

### STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

## ABOUT YOU

### Experience

- Ability to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment.
- Demonstrated ability to work independently and as part of a team to deliver support
- Proven ability in providing accurate, informative and confidential assistance to staff, students and parents.

### Skills

- Ability to adapt to changing circumstances and embrace new ideas
- Sound computer literacy capacity to work in partnership with classroom teachers
- Organisational planning and coordination skills including the ability to manage demanding or competing deadlines
- Good written, verbal, visual and non-verbal communication skills to ensure positive engagement with staff, parents and visitors
- The ability to proactively seek opportunities to extend one's professional scope of practice and learning.

### Attributes

- Enthusiastic and energetic with a proactive attitude
- Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and visitors
- Flexible and responsive to the needs of the college community and driven to achieve the best outcomes
- Willingness to learn and develop in a supported environment.

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Current Driver's Licence
- Understanding of health and safety regulations and procedures.
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

## Desirable Criteria

- A background working with timber/steel/sheet metal
- Knowledge and experience of contemporary and computer aided Design and Manufacturing tools, equipment and materials

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

## HOW YOU WILL BE ASSESSED

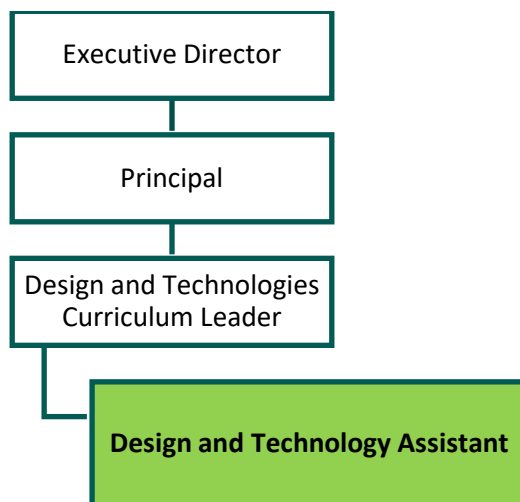
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

<b>Capabilities</b>	
<b>Personal</b>	<b>Professional – Knowledge and Understanding</b>
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
<b>Social and Interpersonal</b>	<b>Organisational</b>
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

## REPORTING & OTHER RELATIONSHIPS

The Design and Technology Assistant is accountable in the first instance to the Design and Technologies Curriculum Leader and then to the Principal. The Design and Technology Assistant consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_