

## POSITION DESCRIPTION

TEACHING ASSISTANT, DESIGN & TECHNOLOGY  
CASUAL RELIEF


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POSITION HOLDER:	Vacant
SECTION:	Technology Faculty
POSITION REPORTS TO:	Learning Leader - Technology
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2021 – General Staff – Classification TFS Level 4
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Casual
HOURS OF WORK:	Casual

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## PURPOSE

To provide teaching and learning support to classroom teachers in their day-to-day delivery of design and technology education within the School.

## PRIMARY DUTIES

- Through discussion with the teacher, prepare the necessary equipment and resources for each class. Support teachers and other assistants with project management of tasks, use of resources, and safety issues. For normal class projects, the teacher will communicate their requirements at weekly team meetings for the week in advance, and for specialty or extracurricular activities, requirements will be communicated two weeks in advance.
- Teachers will provide information about specific students' needs (social, emotional, behavioural), and teaching assistants will provide feedback of their student interactions to teachers.
- Preparing resources outlined in shared planning document(s) for each class and ensuring the classroom tools and equipment are maintained and are in good condition for the commencement of each class.
- Contribute to routine workshop safety checks and the development and implementation of Safety Data Sheets (SDSs.)
- Monitor resource levels weekly. These resources will be sourced in line with the School's Purpose & Concerns. The teacher is to give a reasonable lead in time for the purchase of these resources for specific classes.

- Supporting the teacher with the implementation of the classroom behaviour and safety agreements. Provide one-on-one technical instruction and guided supervision of students in the classroom during scheduled lessons.
- Support the teacher in providing First Aid in the classroom as necessary, complete an incident form, and submit the form.
- To occasionally provide guidance and mentoring of new Teaching Assistant team members.
- To ensure the Design & Technology work areas and resources are maintained and organised to the agreed standard. Students are to contribute to packing up resources.
- To assist teachers with student excursions and off-campus activities as required.
- To undertake any basic administrative or support function as requested by the teacher.
- Provision of teaching support for supervising students in different work areas separate from where the teaching staff are located.
- The curriculum requirements where students are to come up with their own design response to the design brief which required TAs to work one on one with a design outcome, increases the work skill requirements of a TA. From Year 9 onwards these briefs are less constrained as required by the National Curriculum therefore are increasingly complex.
- Undertake day to day operational maintenance of machinery as required.
- Provide input into the Safe Operating Procedures (SOP) and the work instructions for specialised equipment.
- Have shared responsibility for 1:1 and small group training and supervision of students working on specialised machinery.
- Provide student supervision for specialised tasks that require adaption and changes to machinery operations which require specialised technical skills.

DELEGATIONS

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

KEY RELATIONSHIPS

- Teachers of Design & Technology
- Other Teaching Assistants and Teachers in the Technology Faculty
- Maintenance Staff

SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Proven relevant experience in the design and technology area.
3. High level of interpersonal skills in dealing with staff, students, parents and suppliers.
4. Proven organisational skills, including an ability to prioritise tasks.
5. Competency in the preparation of classroom requirements as directed by the teacher to ensure the teacher can run the relevant class.
6. Ability to assist with the guiding supervision of students within the classroom and ability to provide technical support.
7. Ability to operate and provide instruction on a range of relevant equipment.
8. Hold a current Tasmanian driver's licence.
9. Certificate III in Educational Support and / or experience deemed equivalent by the School.
10. Current first aid qualification or willingness to undertake professional development to acquire this.
11. The ability to work safely in a school environment and undertake the inherent requirements of the role.
12. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
13. Must hold a current Tasmanian Working with Vulnerable People registration (employment), and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: ..... Date: \_\_\_\_\_

Signature: .....