

POSITION DESCRIPTION

THE FRIENDS' SCHOOL

TEACHING ASSISTANT (FOOD & TEXTILES)
YEARS 7-12 – CASUAL RELIEF



POSITION HOLDER:	Vacant
SECTION:	Technology Faculty
POSITION REPORTS TO:	Learning Leader - Technology (Daily supervision undertaken by Teacher in charge of assigned classes)
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 PER WEEK:	Casual

PURPOSE

To provide teaching & learning support to classroom teachers in their day-to-day delivery of food & textiles 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. The teacher will communicate their requirements at weekly ordering for the week in advance.
- Assist with the sourcing of ethical and sustainable produce, fabric and equipment and advising staff accordingly.
- Report resource levels as required and these resources will be sourced in line with the Schools Purpose & Concerns. The teacher is to give a reasonable lead in time for the purchase of these resources.
- Preparing the resources for each class in a timely manner and ensuring the classroom space is ready for the commencement of each class.
- Supporting the teacher with the implementation of the classroom behaviour agreements. Provide guided supervision of students in the classroom and technical support including demonstration of techniques, use of equipment and 1:1 student support with activities, then communicating with the teacher in a timely manner about the student support.
- Support the teacher in providing First Aid in the classroom as necessary, complete an incident form, and submit the form.

- To ensure the Foods Room and textiles areas are cleaned weekly to the School's required standard.
- To assist the teachers with student excursions and off-campus activities as required.
- To provide administrative or any other support as requested by the teacher to assist with unforeseen circumstances that can occur during a class.

D E L E G A T I O N S

- 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.

K E Y R E L A T I O N S H I P S

- Teachers of Food and Textiles
- Other Teaching Assistants in the Faculty
- Maintenance Staff

S E L E C T I O N C R I T E R I A

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 food production and/or textiles.
3. High level of interpersonal skills in dealing with parents, staff, students and suppliers.
4. Proven organisational skills, including an ability to prioritise tasks.
5. Competency in the preparation of classroom requirements to ensure the ease of the teacher to undertake 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. Recent completion of a Safe Food Handling Course.
9. Certificate III in Educational Support and / or experience deemed equivalent by the School.
10. The ability to work safely in a kitchen and School environment and fit to undertake the inherent requirements of the position.
11. Strong support for the Purpose & Concerns and ethos of The Friends' School and can demonstrate this in interaction with students.
12. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old). Hold a current Tasmanian drivers licence and current First Aid qualification or willingness to undertake professional development to acquire this.

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: