



Position Description – TAS Technical Aide – Term Time Only

COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is an Anglican Schools Corporation school catering for students Prep to Year 12.

Our mission is to offer innovative, high-quality education and to communicate the Gospel of Jesus Christ to students, staff, parents, and the wider community. The inclusive learning environment promotes optimism, respect, and ownership within and for our culture.

The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow. We accomplish this through high-quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

POSITION INTENT

The role of the TAS Technical Aide Assistant is to undertake a range of support functions within the TAS (Technological and Applied Studies) department to assist the teaching staff, and the Head of Department fulfil their roles with the preparation and presentation of learning resources.

The role is expected to have a broad knowledge of the technical knowledge, safe work practices and standard operating procedures required to operate a range of TAS equipment and materials including but not limited to hand and power tools, heavy machinery like table saws and sanders, timber and metal preparation. The role may also support the class teacher during some lessons while guiding and assisting students in the use of equipment. The TAS Technical Aide Assistant will support staff and students in the safe and correct use of machinery and hand tools within the workshop while also ordering consumables, monitoring inventory and ensuring tools and equipment are kept clean, sharp and in safe working order.

The TAS Technical Aide will be required to participate in the wider life of the College.

KEY RELATIONSHIPS

The TAS Technical Aide reports to the Head of Department – TAS.

To support the strategic and operational objectives of the College and the parameters within this position description it is expected that the TAS Technical Aide will develop and nurture positive and collaborative relationships with all staff, students and suppliers.

To deliver on their responsibilities the TAS Technical Aide will work in partnership with the:

- Head of Department - TAS
- TAS Team;
- External suppliers; and
- Secondary School Teachers and Aides.

STRATEGIC PLAN RESPONSIBILITIES

- As required, assist in the development, implementation, measurement, and feedback on strategic plan objectives as they relate to the assigned area/s of responsibility.
- Ensure the College vision is shared and incorporated into day-to-day activities and initiatives.
- Provide input and feedback to the Head of Department – TAS on future College Strategic Plans.

POSITION RESPONSIBILITIES

- Oversee the TAS Department resources and equipment, in line with the School's guidelines and requirements. This may include not limited to:
 - coordinating inventory and asset lists
 - coordinating routine servicing and maintenance timetable
 - maintaining materials stock to meet class program needs
 - recording routine maintenance in the TAS systems
 - managing the content of chemical/fire resistant containers
 - maintaining a basic spare stock inventory
 - identifying equipment and stock replacement for supplies including but not limited to timber, 3D printing consumables, laser cutter consumables and mixed materials
 - assisting in capturing data for the registration of new assets
 - recording supplier and their products used
 - retaining equipment user manuals, safety data sheets and risk analysis/management systems
 - securing quotations for specific equipment and resource acquisitions
 - raising purchase requisitions in the school purchasing system
 - organising and maintaining workshops, storerooms and classroom equipment through basic care, cleaning and storing
 - end of year stock take and collating of material needs across workshop and design studio at the end of each year and develop requisitions to ensure a smooth start to the following year.
- Monitor and care for displays, posters, models and associated equipment within the TAS Department.
- Undertake routine maintenance of equipment.
- Maintain a schedule of routine machine, equipment and tool servicing.
- Arrange external technicians for equipment servicing.
- Undertake housekeeping of both Design Studio and Woodwork practical classrooms.
- Liaise with the teaching staff of the Design Studio and Woodwork practical classrooms as to their lesson program needs.
- Provide basic training to staff on use of new/unfamiliar equipment..
- Implement and undertake safety procedures that are required by the School in dealing with all aspects of the TAS workshops, classrooms and storage areas. This includes ensuring compliance to Work Health and Safety standards across all areas of work, including but not limited to compliance of storage, labelling and disposal of tools, equipment and materials are adhered to at all times, and report any identified gaps to the classroom teachers and the Facilities and WHS Manager.
- Assisting TAS staff in preparing equipment and setup of TAS classrooms, workshops and studios to ensure practical lessons run smoothly and in compliance with relevant regulations.
- Ensure materials, chemicals and flammables are stored appropriately.
- On occasions the role may be required to do one or more of the following outside normal work hours:
 - Respond to emails from school staff.
 - Respond to phone calls and emails from suppliers.
 - Complete on-line training modules required by the school for compliance.
 - Renew their Working With Children Check.
 - Research products for use in the department.
 - Purchase items approved by the College
 - Design and construct teaching aids.
 - Submit purchase requisitions.
- Any other duties requested by the Headmaster.

CHILD SAFE RESPONSIBILITIES

- Act in accordance with the College's Child Safe Program.
- More specifically:
 - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the College's Child Safe Policy.
 - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
 - Ensure personal professional boundaries are maintained, encouraging others to do the same.
 - Adhere to the expectations of the Child Safe Code of Conduct, encouraging others to do the same.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Act in accordance with the College's Work Health and Safety Program.

- More specifically:
 - Take reasonable care for own health and safety, ensuring personal actions do not place self or others at risk of harm.
 - Understand the nature of College operations and associated hazards / risks and risk mitigation strategies.
 - Report WHS issues via the incident / hazard notification processes, drawing attention to urgent matters to reduce risk of harm to others.
 - Address WHS issues in consultation with those involved or affected and the Facilities and WHS Manager.
 - Undertake risk assessments for any variations to routine for activities you lead / responsible for.
 - Participate in incident investigations and WHS inspections, as required.

COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
 - The tenets of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
 - Actions are other-person centred, seeking the good of both the individual and the entire College Community.
 - Lessons and programs have elements included to show the glimpses of the impact of the Christian narrative in our world.

Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
 - Create an *Environment* that allows students to feel safe, supported, engaged and where purpose is known in order to encourage growth and ability to flourish in their position and/or studies.
 - Support others to look after their own *Wellbeing* through growing themselves and others to live life with purpose, developing healthy habits, maintaining a balance on one's perspective and priorities, and building resilience to press on despite adversity.
 - Look after your *Wellbeing* through growing yourself to live life with purpose, developing healthy habits, maintaining a balanced perspective and priorities, and building resilience to press on despite adversity.
 - Provide opportunity for students to develop their *Character* through guiding their exploration of who they are, pathways to contribute to community and understanding their impact on the growth of others, and to positively encouraging others.
 - Develop your *Character* through exploration of who you are and pathways to contribute to community.

Teaching and Learning Framework

- Act in accordance with the College's Teaching and Learning Framework.
- More specifically:
 - Employ the instructional model and common language conventions in designing and delivering curriculum and learning experiences.
 - Design and practice of learning empowers the *Individual* with *Creativity, Growth, Courage, and Integrity*.
 - Assist students to develop their *Interpersonal* skills through *Collaborative* learning experiences, promotion, and demonstration of *Respectful Relationships*, and where *Communication* is central.
 - Develop the *Intellectual* capacity of students through learning targeted at their abilities to think *Critically, Comprehensively, Meaningfully, and Rigorously*.

Leadership Model

- Act in accordance with the College's Leadership Model.
- *More specifically:*
 - Embody *Servant Leadership* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you lead, and empowering others to grow in capability and capacity.

- Embody *Credible Leadership* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
- Embody *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener to better understand the perspectives of others.
- Embody *Purposeful Leadership* through being goal-focused, strategic in approaching change, future-focused, and aligned to moving forward together.
- Embody *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, continuously improving on all aspects of position and self.

ATTRIBUTES

The incumbent will...

- Be an active member of a reformed, evangelical Christian church.
- Actively support the Christian teaching of the College and integrating their faith in all that they do.
- Positively contribute to and work as an effective team member collaborating with staff and parents, having the ability to encourage positive team commitment and contributions by the application of personal commitment, enthusiasm, and energy
- Demonstrate outstanding interpersonal and communication skills with the ability to communicate and work relationally with staff, students, parents, and other external parties.
- Possess intellectual strength, professional integrity, and a passion for Christian education.
- Good organisational and computer skills
- Be committed to pastoral care of both staff, students, and parents / carers and have a knowledge of the social and emotional issues which affect young people.
- Act in a manner that enhances the College's reputation and standing in the community.
- Work within an openly Christian environment.
- Work as part of the ASC team of colleges and schools.

QUALIFICATIONS & EXPERIENCE

The incumbent will hold the following experience:

- Working knowledge of TAS (Technological and Applied Studies) equipment, materials and chemicals, and the WHS covering these
- First Aid certificate (or willingness to obtain before commencing)
- Ability to order and maintain stock
- Current Working with Children Check (WWCC)
- Ability to maintain and schedule technicians for routine maintenance on machinery, equipment and tools.
- Strong knowledge of WHS in relation to workshop environments

The role would suit a retiree, ex-TAS teacher, tradesman/woman. On the job training will be provided.

OTHER INFORMATION

- All staff are expected to be competent in computer skills.
- This is a part-time role, one day a week role, 8.00am-4.00pm during term time only.
- The role may have other duties such as meetings, taking part in College Community activities, and the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside normal hours.
- The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and is reviewed every 12-24 months. Next review is due October 2028.

AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

Signed

Date

Print Name

Employment screening of successful applicants will apply including verification of the Working With Children Check and NESA accreditation, which may occur prior to interview. Arndell Anglican College is a child safe organisation, all members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe Program is at the forefront of all they do. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.