



Role Description

Title: School Officer: Assisting Student Learning (Industrial Technology)

Reports to: Principal

Classification: School Officer Level 3

1.0 Purpose

The School Officer: Assisting Student Learning (Industrial Technology) contributes to the effective and efficient management of the Industrial Technology Department. This role also assists with developmentally appropriate student learning, either individually or in groups, where some discretion and judgment are involved in preparing learning materials, evaluating and assessing (under the supervision of academic staff members) the learning needs of students.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- a minimum of five years' experience in metal works or woodwork
- understanding of work health and safety requirements relating to Industrial Technology and Design
- empathy with students with special needs
- experience in the use of Microsoft Office suite
- effective communication and relationship building skills
- the ability to work effectively as a team member and to work closely with teaching staff
- excellent organisational skills and the ability to complete tasks under limited supervision
- effective interpersonal and written communication skills
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

Desirable

- previous experience working in a similar role in an Industrial Technology department
- a current First Aid certificate

3.0 Key result areas

- 3.1 Liaise with Industrial Technology teaching staff and sales representatives to ensure appropriate learning resources are provided to students.
- 3.2 Follow and uphold WHS guidelines, safety measures, systems and procedures in handling equipment.
- 3.3 Set up equipment and supplies for Industrial Technology classes under the teacher's guidance.

- 3.4 Under limited supervision, assist teaching staff in implementing and supervising learning programs to support learning experiences.
- 3.5 Act and communicate with discretion, confidentiality, and professionalism.
- 3.6 Collaborate and communicate with others to ensure high professional standards are met.
- 3.7 Contribute and promote the development, alignment, attainment, and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS).
- 3.8 Complete other duties that are directed by Principal or delegate as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

School Officer: Assisting Student Learning (Industrial Technology)

3.1 Liaise with Industrial Technology teaching staff and sales representatives to ensure appropriate learning resources are provided to students.

- Assist Industrial Technology teaching staff with their needs for practical work by maintaining a system for recording allocation and use of material and equipment.
- Using preferred suppliers, source appropriate equipment and resources in accordance with teaching staff requests.
- Upon requests from the Curriculum Leader submit requisitions for resources and equipment.
- Engage and follow up sales representatives regarding purchases, use of materials, repairs and maintenance.
- Keep up to date digital records of all orders and the corresponding status of orders, ensuring all stakeholders are informed of progress and delays.

3.2 Follow and uphold WHS guidelines, safety measures, systems and procedures in handling equipment.

- Assist teaching staff with the application of safety measures, systems, and procedures.
- Ensure floor surfaces and benches are maintained in a clean, safe and orderly manner.
- Conduct routine maintenance of equipment including cleaning of equipment and replacing of blades.
- Maintain a register of hazardous substances and ensure they are stored appropriately.
- Undertake monthly maintenance inspections and keep detailed records (via OnGuard).

3.3 Set up equipment and supplies for Industrial Technology classes under the teacher's guidance.

- Using a blueprint with project specifications, cut materials to appropriate sizes for teachers and students to use in class.
- Prepare and set up class kits and benches to have appropriate tools and equipment for teacher demonstrations and student projects.

3.4 Under limited supervision, assist teaching staff with implementing and supervising learning programs to support learning experiences.

- Liaise with teaching staff to understand the learning intentions of lessons and assessment pieces.
- Assist teaching staff with practical demonstrations and in the instruction of students on the use and care of equipment during projects.
- Work with teaching staff to supervise and assist student engagement in learning programs.
- Supervise students in welding bays, ensuring students operate equipment appropriately.
- Refer students to teaching staff for behaviour management.
- Under the broad guidance of the classroom teacher, provide specific support to students.

3.5 Act and communicate with discretion, confidentiality, and professionalism.

- Maintain confidentiality of information at all times.
- Manage own time and student activities effectively in a busy work environment.

- Communicate effectively, tactfully and professionally, and act with discretion and sensitivity.

3.6 Collaborate and communicate with others to ensure high professional standards are met.

- Participate in parent meetings, as required.
- Communicate to teachers regarding student participation in learning activities.
- Assist peers, as required.
- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service.
- Establish and maintain effective communication networks and work collaboratively with stakeholders.

3.7 Contribute to and promote the development, alignment, attainment and review of the school or college strategy and the strategic goals of the diocese of Toowoomba Catholic Schools (TCS).

- Contribute as a member of the school or college to achieving the strategies set out in both the college strategy and the TCS strategic plan.
- Document and report on the progress of initiatives in the college strategy and TCS strategic plan as required.
- Attend meetings and professional development as appropriate.

3.8 Complete other duties that are directed by the principal or delegate as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

- The employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement.
- Any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment.