



Saint Ignatius College Geelong Role Statement

ESO – Technology Assistant – Product and Design (Wood/Metals/Plastics/Systems/Construction/Textiles)

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- *College's Catholic Ethos,
- *College's Ignatian Ethos,
- *College's Child Safe Policies and Procedures
- *CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Overview of Role

The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the characteristics of Jesuit Education. The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. This person will ensure that all professional contact with the college community is positive and welcoming and promotes the College Ignatian Ethos

This is a hands-on role. You will also be required to assist the teaching staff in the Technology area as per allocated time with the cutting preparation of materials for classes along with other requests. Your goal is to promote the vision and mission of the College by creating, maintaining and developing a safe, pleasant, and functional work space. Other duties may be requested by the Learning Area Leader and the timetable and daily requirements will be varied.

- Direct accountability is to Learning Area Leader – Technology

Specific Duties

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Technology Assistant

- Required to assist in Technology area of the College (Wood/Metal/Plastics/Systems/Construction/Textile Area)

Operational Tasks:

- Machines – maintenance, repairs, changing consumables for student and teacher use.
- Material Prep and processing work, including resistant and non-resistant materials, additive (3D printing), laser cutting, other project requirements and storage of student work.
- Ensure optimal levels of consumables for each class within the technology areas
- Work together to create systems that enhance department efficiency, aiding teachers in their ongoing efforts to improve student outcomes

Maintenance:

- Ongoing maintenance and repairs or replacement of tools and equipment within the Technology area including but not limited to static machines, power, battery and hand tools, dust extractor systems, managing and maintaining laser printer and 3D printing equipment

Compliance:

- Compliance with school safety processes and procedures including hazard control and risk management.
- Maintain and update the chemical register, storage, labelling and signage in accordance with current work safety regulations, order all supplies or chemicals. Maintain MSDS files and SOP signage.

Key Skills

- Driver's license
- Suitable qualifications or trade and /or experience
- Ability to work without close supervision
- Experienced with the use and safety of a variety of equipment and tools
- Ability to prioritise work schedule and meet agreed deadlines
- Knowledge and understanding of OHS legislation and requirements
- Ability and willingness to support the Catholic/Ignatian ethos and identity of the College.
- Excellent management and organizational skills
- Ability to respond to concerns promptly and professionally
- Ability to safely meet the physical demands of the role
- Ability to demonstrate confidentiality, loyalty and professionalism.
- Experience working in an educational environment – desirable but not essential



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Personal Characteristics

- Personal pride in delivering quality work
- Ability to work hard without close supervision
- Excellent management and organisational skills
- Initiative and strong work ethic
- Attention to detail
- Creative and critical thinker
- Ability to remain calm under pressure
- Ability to respond to concerns promptly and professionally
- Ability to safely meet the physical demands of the role
- Ability to demonstrate confidentiality, loyalty and professionalism.
- Ability to work with others and in a team

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

Have a demonstrated understanding of Victoria's 11 Child Safety Standards

Have a demonstrated understanding of appropriate behaviour when engaging with children

Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.

Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

Provide students with a child-safe environment

Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety

Maintain currency of Child Safe training

Demonstrate a duty of care to students in relation to their physical and mental wellbeing

Proactively monitor and support student wellbeing

Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values

Implement strategies which promote a healthy and positive learning environment

Attend all school assemblies

Attend school liturgical celebrations

Attend school organised activities relevant to house or year level, as required

Responsibility for the behaviour of all students

Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook



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Professional Development

Commit to ongoing professional development in relation to your role
Be open to researching areas of interest relevant to directions provided in the school's strategic plan
Continue development of ICT skills as technologies evolve
Participate in the staff appraisal and review process annually
Be an active member of a relevant professional association as duties permit
Support collegial learning
Participate annually in Ignatian professional development
Maintain currency of first aid, mandatory reporting and anaphylaxis training
Uphold the professional standards expected of this role

Co-Curricular Involvement

Support and be involved in the co-curricular program
Proactively encourage students to participate in co-curricular activities
Act as a role model for participating students
Create and maintain a safe environment in which students may enjoy their participation
Oversee the provision and care of relevant equipment materials and first aid requirements
Where appropriate, nominate participating students for awards
Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

Develop and maintain, at all times, collegial and professional relationships with colleagues
Be respectful of spiritual and social values of the college
Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
Support a performance and development culture
Adhere to all College Policies and Procedures

General and School Community Administrative Duties

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
Demonstrate duty of care to students in relation to their wellbeing
Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day/Tours, Mosaic Evening and other events as required by the Principal
Attend staff liturgical events and staff faith development days
Use Information and Communications Technologies to enhance administration procedures

Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
Contribute to the life of the College by participating in College functions, events, etc.
Other duties as directed by the Principal



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Time Allocation:	Category "B" Exact hours to be discussed with successfully applicant (Approximately 0.6 or 22.8 hours per week)
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate
- Level 2 First Aid