



Job Title:	Design Technologies Technician
Reports To:	HOLA – Technologies (Duncraig)
Direct Reports:	Nil
Section of School:	Secondary
Liaises with:	Secondary

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Design Technologies Technician will perform a combination of duties for Years 7 – 12 to support teaching and learning in these areas.</p> <p>This will be for 15 hours per week. Actual start and finish times will depend on lessons and when the teachers need assistance. Working arrangements to be approved by the HOLA.</p> <p>Assist teacher and students during class activities across all the Design Technologies subject areas. This could include (but is not limited to) Design (Computing), Textiles and Foods courses.</p> <p>Experience working in an appropriate Industry or trade or school Design Technology area will be highly regarded.</p>
Role requirements:	<p>Duties in relation to the position include, but are not limited to:</p> <p>Materials and Equipment</p> <ul style="list-style-type: none"> • Prepare resources and equipment for appropriate lessons and activities in consultation with teachers. • Order, source and manage all Design/Technologies equipment in consultation with the teacher. <p>Maintenance of Department</p> <ul style="list-style-type: none"> • Maintain organisation as required such as store rooms and cupboards. • Compile reference material class sets as required for teaching requirements. <p>Organise equipment repairs as required.</p> <p>Exhibition and External Display</p> <ul style="list-style-type: none"> • Assist with exhibition preparation. • Mount, hang and/or frame student work and set up displays. • Organise displays and liaise with providers. • Organise couriers through administration. • Additional duties as required from time to time



	<p>Standard Requirements</p> <ul style="list-style-type: none"> • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner. • Ensure the collection, use and storage of personal information is in accordance with the School's Privacy Policy. • Identify professional and personal development needs and seek ways to meet them. • Undertake and apply Occupational and Health Safety requirements in the workplace. • Strive to identify areas and processes for ongoing improvement of productivity and service. • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all time <p>Other</p> <ul style="list-style-type: none"> • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School
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<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Undertake and apply Occupational and Health Safety requirements in the workplace • Strive to identify areas and processes for ongoing improvement of productivity and service • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Strive to meet deadlines. • Serve as a good ambassador of the School • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.
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<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Previous industry experience in one or more of the Design Technologies subjects will be an advantage. • Any qualifications relevant to the Design and Technology area will be an advantage. • A flexible and positive approach to working with children. • Satisfactory and relevant information technology skills. • Excellent communication skills. • Exceptional organisational and time management skills. • Ability to work across design, textiles and foods courses, with an understanding of the techniques and processes used. • Ability to work unsupervised. • Ability to work as an effective and contributing team member
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	<ul style="list-style-type: none"> • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment & National Criminal Record Checking (except Teaching staff) • Willingness to positively and actively contribute to the Christian culture of the School
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I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	Date: [acceptance_date]
<i>This document was approved by Deputy Curriculum & HOLA Technologies on 31/03/2022</i>	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO