



SUNSHINE COAST
GRAMMAR SCHOOL

POSITION DESCRIPTION

Position Title:	Teacher Aide – Industrial Technology Studies (ITS)
Department / Section:	Secondary School – Industrial Design
Reports to:	Head of Industrial Design
Executive Report:	Head of Secondary School
Staff Reporting:	Nil
Last Revised:	January 2020

Position Objective

The Teacher Aide - ITS will support the day to day running operations of the Industrial Technology workshop, providing a valuable service to ITS & Graphics staff and students throughout the organisation along with oversight and maintenance of the ITS workshop.

Specific Tasks

- Assist in setting up practical classes and teacher demonstrations, including preparing materials needed for practical classes
- Assisting in the maintenance and repairs to machinery and tools
- Organising the repairs of tools and equipment where directed
- Sharpening of all tools
- Machine Standard Operating Procedure & Maintenance Checks
- Assist in gaining quotes for materials and ordering equipment and supplies – collating and placing material orders, receiving and storing stock, maintaining appropriate levels of stock.
- Organisation and tidying of store room and stationery cupboard
- Assisting students with learning difficulties during class time
- Assist in the construction of projects from time to time for School Art/Musicals and Primary School requirements
- Data entry, filing and the checking of mail
- Carry out other reasonable duties as directed by the Industrial Technology Teacher, Head of Industrial Design or the Head of Secondary.

Key Selection Criteria

To be successful in this role, you must be able to demonstrate:

- Ability to work with a level of autonomy within a team environment.
- Good organisational and communication skills
- Knowledge and experience of workshop practices and/or practical skills
- Knowledge of Workplace Health and Safety Guidelines
- Ability to use computers and technical equipment - not essential but advantageous
- Ability to meet deadlines
- Flexibility and willingness to learn new skills

Occupational Health and Safety

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Occupational Health and Safety which require staff to recognise and support all of the School's Work Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself, and others at the workplace.

The Presbyterian & Methodist Schools Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements. The PMSA is an equal opportunity employer.