



Technology Aide

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| Title | Technology Aide |
| Classification | Education Support Level 2 |
| Time Allowance | |
| Value Range | |
| Employment Stats | Ongoing |
| Length of Appointment | |

The Technology Aide is appointed by the Principal and is accountable to the Technology Coordinator. The Technology Aide works as part of a team to provide support for staff and students in the area of Technology studies.

The Technology Aide is responsible for implementing the College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. He/she is expected to support the vision and goals of the College as a learning community and to participate in their own on-going professional development and learning.

Responsibilities:

- Working as part of the Technology team to support the students' learning in Technology classes
- Providing logistical and practical support to the teachers of the Technology Department in regard to preparation of materials and maintenance of tools and equipment
- To work in support of teachers in Technology classes, providing supervision and assistance for students and helping with provision of materials and equipment
- To prepare resources for classes
- To assist the Technology Coordinator in the monitoring and control of material stock and consumables
- To maintain tools, machinery and items work areas such as benches, and chairs
- To monitor the workshop areas for OH&S issues and to work with the department to maintain a safe working environment for students and staff

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

The position also includes other duties as outlined from time-to-time by the Technology Coordinator and the Principal.

CRITERIA

Applicants should be able to demonstrate:

- A commitment to the Marist Charism and Catholic education.
- A commitment to Child Safety
- An ability to work within a collaborative decision-making structure.
- A commitment to ongoing personal professional development.
- Appropriate qualifications and educational experience

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.