



IMMANUEL LUTHERAN COLLEGE
DUTY STATEMENT
INNOVATION AND TECHNOLOGIES
TEACHER AIDE

POSITION	Innovation and Technology Teacher Aide
COMMENCEMENT	16 January 2023
RESPONSIBLE TO	Head of Secondary School through Head(s) of Department(s)
SALARY AND CONDITIONS	As per Queensland Lutheran Schools Single Enterprise Agreement 2020 – Level 4 Step 1
TYPE OF APPOINTMENT	Permanent, part-time, term-time, 28hrs per week (over four days)
POSITION SUMMARY	Refer below

Primary Role/Purpose

The role of the Teacher Aide – DIB Technologies is to provide ongoing classroom support and administrative assistance to the Design Innovation and Business department (staff and students) in the delivery digital and industrial technologies subjects and curriculum. Duties will include the monitoring of facilities, equipment and services required to ensure that all students, including those with additional or special needs, receive a high-quality education in a safe, caring environment.

Position Overview

This position is part-time, term-time with a commitment of 28 hours per week worked across four days. As a term time position, work is required during the school terms inclusive of staff professional development days as outlined in the College calendar.

Relationships and Authority

This person reports to the Head of Secondary School through Head(s) of Department(s).

Key Accountabilities

The Subject Specific Teacher Aide is responsible for the preparation, support and enhancement of teaching and learning activities in digital and industrial technologies through:

- Embracing the Christian ethos of the College;
- Preparing, ordering and maintaining resources in the area;
- Providing direction, supervision and care for student(s) in small groups, individually and in class and during playground duties as allocated;
- Displaying the qualities of good organisation and communication;
- Maintaining professional standards;
- Working as a member of a team;
- Contribute to the health and safety of students and participate in workplace safety procedures;
- Actively participate in professional development and networking;
- Show initiative and offer suggestions relevant to the role;
- Providing any other assistance as required by teaching staff; and
- Other duties as directed.

Professional Standards

- Comply with professional legislated mandatory reporting requirements;
- Comply with the accepted dress code of the College as outlined in the Staff Handbook;
- Exhibit personal behavior reflective of the ethos and Mission Statement of the College;
- Actively participate in College performance and development cycle;
- Attend all meetings as designated;
- Maintain high collaborative work practices as a member of the Subject Specific team to

ensure the best possible outcomes for the students; and

- Participation in the College's program for spiritual and pastoral care and various other duties as directed.

Requirements of the Position

General Skills, Experience and/or Qualifications

- Relevant qualification, e.g. Certificate III or IV in Education Enhancement/Teacher Aide Studies or experience in the subject specific environments.
- Current Suitability Card ('Blue Card') from the Commission for Children and Young People and Child Guardian for working with children.
- Obtain and maintain first aid certification.
- Demonstrated ability to work with children, adolescents and young adults.
- Experience in working in a learning environment with small groups and individual students.

Subject Specific Skills, Experience and/or Qualifications

The successful candidate is expected to have a basic understanding of and capacity to assist in the implementation of classroom procedures, lesson plans and curriculum material, including:

- assist teachers with preparation of materials and resources to support their daily program including ordering, storing, and preparing consumables as required
- assist during practical lessons including working with and support students with learning difficulties and/or disabilities, including students with verified needs, individually and/or small groups
- assist with the documentation of student learning and other administrative duties as requested via the College's on-line student management tool, SEQTA
- Oversee the DIB Faculty resources and equipment, in line with Immanuel Lutheran College guidelines and requirements. This may include not limited to:
 - manage inventory and asset lists and machine logbooks
 - manage routine servicing and maintenance timetable
 - maintain a basic spare stock inventory
 - identify equipment and stock replacement
 - assist in capturing data for the registration of new assets
 - monitoring of equipment loans and checkout procedures
 - secure quotations for specific equipment and resource acquisitions
 - ensure all equipment complies with Safe Operating Procedures
 - co-ordinate management of risk assessments
 - manage the learning accounts for student safety inductions and OnGuard records
 - undertake minor repairs and maintenance tasks on equipment, machines and fixtures as required, advising the Head of Department of any maintenance or repairs required by an external party
 - manage the use of PPE (Personal Protective Equipment) in accordance with the instructions received including appropriate cleaning and storing in a clean and

accessible place

- organise and manage storerooms throughout the College where resources are stored
 - ensure compliance with Hazardous Chemical management procedures and Safety Data Sheets (SDS), including the appropriate labelling and storage of chemicals used
 - upload of files for 3D printing, laser cutting and CNC machines (training provided)
 - monitoring and maintenance of 3D printing, laser cutting and CNC machines while in operation
 - ensure all workshops and storerooms are maintained in a clean, tidy, and safe condition including changing filters, monitoring dust bags and removal of dust from machines and extraction system as required
 - ensure compliance of storage, labelling and disposal of tools, equipment and materials are always adhered to.
- provide basic training to staff on the use of new/unfamiliar equipment
 - maintain an awareness of contemporary practices in areas relevant to this position and critically assess processes and activities, identify opportunities for improvement in service, efficiency and effectiveness and implement them as appropriate. For example: proactively develop skills in emerging technology including 3D printing, laser cutting, robotics, drones, and electronics as appropriate to classes and units of work being delivered
 - Develop procedures and processes, risk assessments, safe operating procedures, departmental risk register etc. and maintaining currency of existing documentation
 - Support DIB staff and students during exhibitions, excursions, and incursions
 - Pre-term set-up and end of term close-down of the DIB Workshop and department resources
 - liaise with the College First Aid Officer to maintain First Aid kits and administer First Aid as required

Safety

- Maintain knowledge of and follow the correct procedures for handling all biological, chemical, and physical materials used within the DIB Learning Area.
- Follow safe storage practice of all materials used within the DIB Learning area.
- Ensure all hazardous (including biological) materials and dangerous materials are disposed of following current guidelines.
- Responsible for maintaining a safe, instructive atmosphere in the DIB always and following all safety guidelines and enforcing these guidelines for all students in DIB classes.
- Be aware of emergency procedures, location of emergency showers/eyewashes and emergency evacuation assembly locations.
- Appropriate personal protective clothing must be always worn in workshops and classrooms and comply with instructions to students.
- Only use machines or equipment with prior instruction/training by a trained instructor.
- procedures and practices. Whilst using any equipment you must adhere to the standard operating procedure.

Pastoral Care and Student Management

In consultation & collaboration with the classroom teacher, support in applying effective behavior

management techniques which are based on recognised theories of building responsible behaviours including:

- Have knowledge of and advise students of the Code of Conduct – College Community.
- Deal with students in a courteous, firm, consistent and respectful manner.
- Demonstrate strategies to create a positive environment supporting student effort and learning.
- Monitor student progress and liaise with the relevant staff regarding student individual needs
- Contribute to the duty of care and standards of behaviour of all students inside and outside the classroom.
- Report irresponsible or improper behavior that is beyond normal classroom management techniques to the relevant staff.

Technology and Equipment

- Be confident and resourceful in learning new technologies and continuously upskill in digital technologies to engage students and enhance student learning and resourcing educational programs.
- Effectively use the School's Administration System.
- Effectively use the School's Learning Management System.
- Acquire and continue to develop expertise in subject specific applications.

Other

- Attendance at overnight camps to support students outside of regular working hours is on a voluntary basis. Appropriate remuneration in line with the College Cocurricular payment system will be made in recognition of this additional working time. The sum of this payment will be advised at the time of the request for attendance being made by your Line Manager.
- Attendance on single day excursions may be requested from time to time. Any additional payment for hours worked over and above your regular work pattern is to be negotiated with your relevant Line Manager prior to the activity commencing.

Selection Criteria

- SC1** Evidence of active involvement in a Christian denomination and/or ability to enhance the Christian ethos of the College, including worship and devotional life
- SC2** Demonstrated high level interpersonal and communication skills with multiple stakeholders (eg students, teachers, parents) and to work as part of a professional team
- SC3** A demonstrated understanding of physical, social and emotional issues in providing care and enhancement to school aged students
- SC4** Demonstrated creativity and flexibility in various situations along with high level organisation, planning and time management skills and the ability to work unsupervised and to use initiative where appropriate
- SC6** Possess ICT (Information and Communication Technology) skills to support students and teachers with the delivery of technical projects. Examples may include experience with integrated technologies such as laser cutting, 3D printing, and robotics.