



**ALL SAINTS'
COLLEGE**



DUTY STATEMENT DESIGN & TECHNOLOGIES INTERN (8 hours / week in term time)

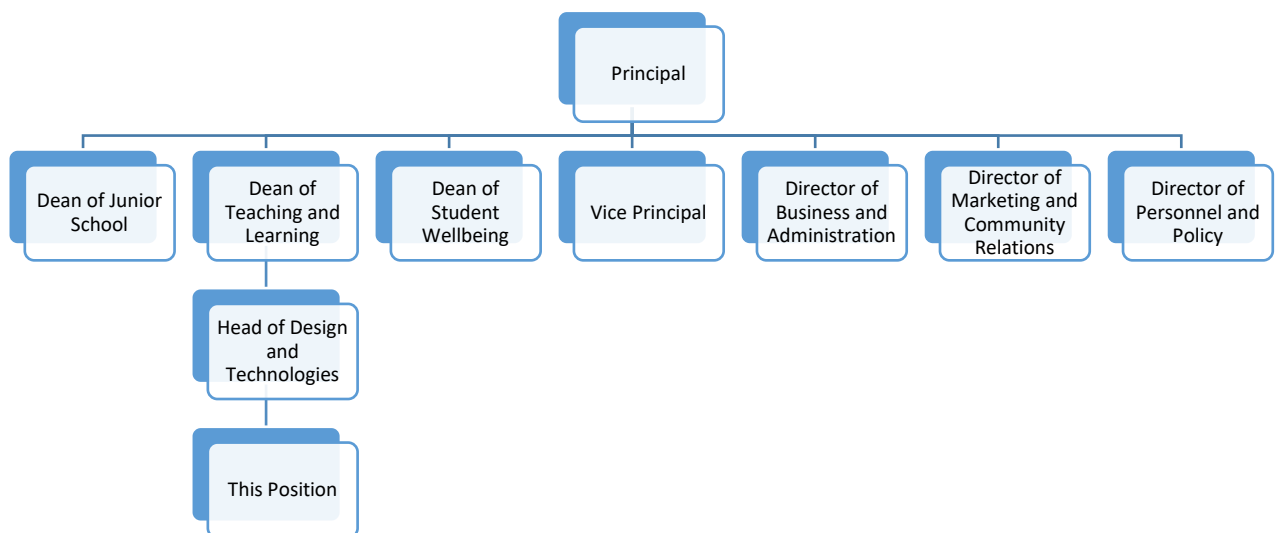
All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

The Design and Technologies intern is directly responsible to the Head of Design and Technologies for providing support to technology-based classes and projects.

The Design and Technologies intern will be involved in class and department projects, the focus of this position will be in the Photography and Design area.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Design and Technologies intern will assist the Head of Design and Technologies and related staff authorised by the respective Head of Department (HoD) to provide basic technical, administrative and general assistance.

1. Administration

- (a) Provide administrative support when appropriate.
- (b) Correspond with visiting speakers, mentors and guests.
- (c) Work closely with other staff in collating and forwarding articles and photos for newsletters and other College publications.

2. Operational Support

- (a) Provide general assistance for:
 - i. Support in the Design and Technologies classes when required (including cocurricular by arrangement).
 - ii. Create promotional materials.
 - iii. Maintain resources, regularly checking technical equipment such as the sewing machines, robots, headphones, digital cameras, tripods, screens and other photographic equipment and organise repairs.
 - iv. Organise and maintain work spaces.
 - v. Organise the maintenance, borrowing and lending of equipment.
 - vi. Mount and rotate Photographic, Design, Textiles and Propeller work throughout the College.
- (b) Develop and manage key projects as identified by / in collaboration with the respective HoDs:
 - i. Support students' efforts with additional research, editing and consulting on their projects.

3. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all staff and students are provided with a quality service in a timely, efficient and friendly manner.
- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Comply with Occupational Health and Safety requirements in the workplace.
- (f) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (g) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

4. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

November 2020