



**ALL SAINTS'
COLLEGE**

Duty Statement

DESIGN & TECHNOLOGY TECHNICIAN

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

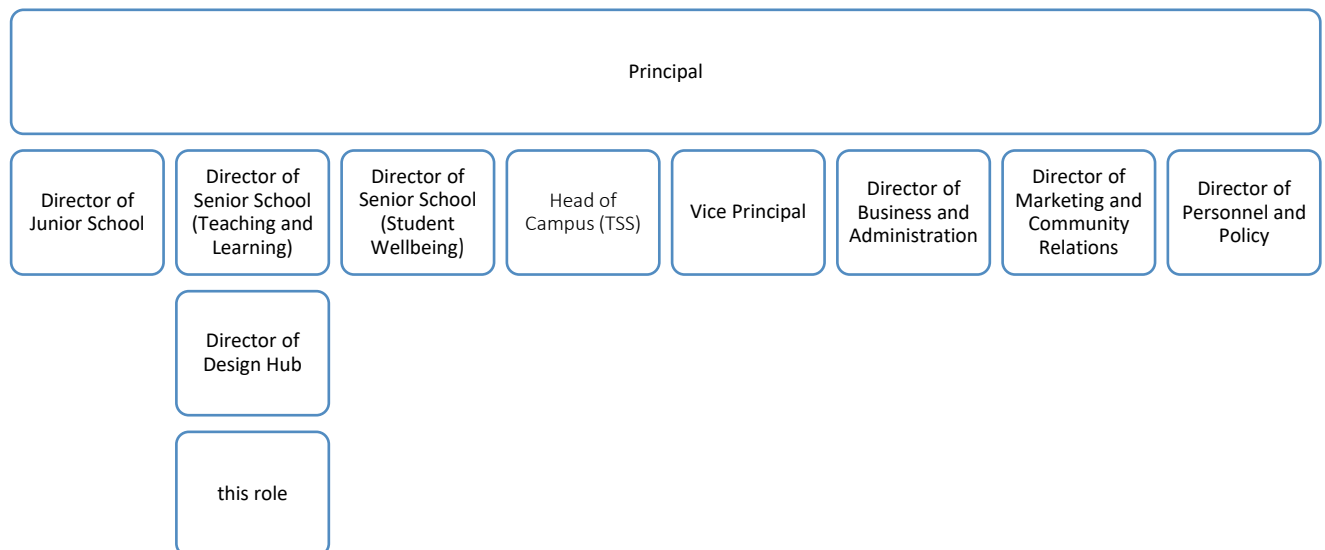
POSITION PURPOSE

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

The Design & Technology Technician is responsible to the Director of the Design Hub through the assigned classroom teacher(s). The Technician supports the broader D&T team to deliver high quality educational and experiential outcomes to the students of the College.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Design & Technology Technician will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

Pastoral Care

- a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students.
- b) Uphold and support the guidelines for student behaviour and dress as set out by the College.

Facility and Equipment Management

- a) Ensure classrooms and workshop spaces are fully prepared each day, maintaining them as safe and productive environments for learning.
- b) Oversee the maintenance and servicing of all tools, machines, and equipment, including but not limited to saws, welders, dust extractors, and hand tools.
- c) Keep detailed records of equipment repairs, servicing, and adjustments to ensure ongoing compliance with safety standards.
- d) Facilitate equipment installation and arrange for specialist repairs when required, taking proactive steps to maintain the longevity and safety of all workshop tools and systems.

Workplace Safety and Compliance

- a) Identify and report potential hazards, actively working to uphold and improve workplace safety within the Design & Technology Department.
- b) Conduct periodic reviews of safety protocols, particularly in relation to machinery use, dust extraction, and equipment handling.
- c) Support staff and student adherence to safe operating procedures by conducting induction training on equipment use and maintaining up-to-date Safety Data Sheets (SDS) and Standard Operating Procedures (SOPs).

Instructional Support

- a) Assist teachers during class activities.
- b) Provide teaching support if qualified, to maintain continuity of instruction.
- c) Prepare and manage resources, ensuring materials are readily available, stored effectively, and replenished as needed. This includes organising supplies, processing orders, and managing inventories efficiently.

Procurement and Inventory Management

- a) Plan and coordinate the purchase of materials and tools, striving to source quality items at competitive prices and minimising waste through strategic ordering.
- b) Manage the procurement process, from generating purchase orders to organising payments, maintaining thorough records for accountability and reference.
- c) Keep well-organised storage areas, tracking materials usage and ensuring the timely restocking of essential items.

Staff Expectations

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- f) Maintain professional confidentiality concerning information about staff and/or students.
- g) Strive to implement productivity, quality, and service improvements on a continual basis.
- h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- i) Comply with Occupational Safety and Health requirements in the workplace.
- j) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- k) 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 2024

*ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Insert up to 6 essential criteria
- Two
- Three
- etc

Desirable

- Insert up to 6 desirable criteria
- Two
- Three
- etc