Portland Secondary college

**POSITION DESCRIPTION**

**POSITION TITLE: Education Support Trainee – Technology/Art**

**DEPARTMENT: Technology/Art**

**CLASSIFICATION LEVEL: Trainee**

**TIME FRACTION: 0.8 (32 hours/week) – 8:50am - 3:30pm** **daily**

**AWARD AFREEMET: National Training Wage Level A**

**EMPLOYMENT TYPE: 1 year**

**LOCATION: Portland Secondary College, employed by Westvic Staffing Solutions**

###### **Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.**

###### **PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION**

**The Education Support Trainee – Technology/Art will support teachers in the delivery of Art and technology classes including Art, Graphics, Photography, Systems, Digital, Food and Wood. Typical duties would include preparing materials for classes, assisting in classes where required, clean up duties, and maintaining equipment.**

It is important the trainee operates in a consistent, professional, courteous, efficient manner at all times. The provision of accurate information is important as it projects a professional image which is the aim of Portland Secondary College.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

**The Education Support Trainee – Technology/Art is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College.**

###### CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures relating to art and technology provision.

* Provide routine support for teachers
  + Communicate with teachers about routine matters
  + Assist teachers with communication with parents about routine matters
  + Communicate with student/s about comprehension of basic tasks and information
  + Address immediate behaviour issues relating to specific students
  + Assist with coordination and planning of student routines
  + Accountable for performance of allocated tasks

###### QUALIFICATIONS AND REQUIREMENTS

* First Aid Certificate (preferred)
* Current Victorian Drivers Licence (preferred)
* Working with Children Check (to be completed if successful)
* Completion of a Certificate III in Education Support level qualification (training provided)

###### REPORTS TO

This position has line management responsibilities to the Principal but reports on a daily basis to the Food/Technology Support Officer and the Professional Learning Area Team Managers of Art and Technology.

The Education Support Trainee – Technology/Art Trainee is part of the Technology and Art Teams.

###### TYPICAL FUNCTIONS

The trainee will be expected to:

* Work predominantly in Art and Technology classes
* Use initiative at all times to ensure tasks are completed in a timely manner, effectively supporting staff to deliver classes effectively
* Liaise with the Technology and Art Professional Learning Area Team leaders to assist in the planning and delivery of a range of activities
* Ensure all activities are advertised and recorded, and that there are timely communications to ensure maximum opportunity for student engagement
* Assist with the setting up and conducting major initiatives in Technology and Art
* Attend events and excursions and undertake supervision of small groups in participation with teachers
* Organise newsletter articles on College events in Technology and Art
* Receival of goods and storing in numerous storerooms.
* Tidying storerooms and storing chemicals safely
* General tidying up of Art and Technology areas
* Managing the Kiln
* Checking equipment
* Darkroom maintenance and checks.
* Displays
* Management of 3D Printing – Maintenance, loading and unloading of student work, computer programing.
* Short notice shopping locally
* Charging of power tools
* Maintaining drones
* Preparing wood, acrylic, and other materials for student projects.
* Sharpening tools
* Taking stock of general supplies
* Any other duties as assigned by the Principal as required

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the Education Support Trainee – Technology/Art Trainee is expected to undertake.

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: Date:

**HOST EMPLOYER:**

Host Employer Name:



Host Employer Signature: Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: