

POSITION DESCRIPTION

Technology Assistant (Wood, Systems, DDT, Computing)

Context

Padua College is a coeducational Catholic secondary school serving the Mornington Peninsula through a dedicated multi-campus model. Grounded in our Catholic heritage, Padua College embraces a holistic approach, nurturing academic excellence, formation in faith, compassion, moral responsibility, and emotional maturity in every young person. We believe that every child is important and uniquely gifted, created in the image and likeness of God. In unlocking their potential and discovering their talents, we inspire students to live purposefully, become lifelong learners, and make a positive impact on their world through service and justice.

Our Core Values

- We **welcome** and affirm
- We inspire **growth of the whole person**
- We create a **love of learning**
- We build **positive relationships**
- We embrace **diversity**
- We show **compassion** for those in need
- We reconcile and **forgive**
- We work for a just and **peaceful world**

Those in positions of leadership on each campus shape and drive the development of a College-wide attitude that engenders the Padua College Mission and Values.

Overview of the Role

The Technology Assistant (Systems/Computing/DDT/Wood) collaborates with the Technology Learning Leader (Systems/Computing/DDT/Wood) and other Technology Learning Area staff to promote and connect high quality teaching to student engagement, successful learning and positive student outcomes.

The Technology Assistant (Systems/Computing/DDT/Wood) assists the Learning Leader in the efficient management and operation of the learning area across the College.

The Technology Assistant (Systems/Computing/DDT/Wood) is under the direction of the Director of Finance and reports directly to the Technology Learning Leader (Systems/Computing/DDT/Wood).

Major Areas of Responsibility

The Technology Assistant (Systems/Computing/DDT/Wood)'s major areas of responsibility include but are not limited to:

- In collaboration with the Learning Leader in purchasing and preparing materials required for technology classes;
- Undertaking routine maintenance of equipment and material;
- Assisting the classroom teacher in technology classes, including observance of OHS principles;
- performing other duties and implementing decisions as requested by the Principal or the College Improvement Team.

Statement of Duties

The following duties are aligned to the Technology Assistant (Systems/Computing/DDT/Wood)'s major areas of responsibility:

<p>In collaboration with the Learning Leader in purchasing and preparing materials required for technology classes</p>	<p>In collaboration with the Learning Leader, the Technology Assistant (Systems/Computing/DDT/Wood) will arrange for materials for classes by:</p> <ul style="list-style-type: none"> • machining timber; • preparing and/or pre-cutting materials for teachers and students; • creating purchase orders online and liaising with accounts regarding payments for goods; • liaising with material and product stockists to price/purchase/collect department materials and equipment; • working with Systems and Engineering staff and students to order electrical and mechanical components for projects; • ensuring stock levels are adequate and order as required for Wood Technology, DDT, and Systems Engineering; • receiving deliveries and stacking/racking timber; • ensuring the safe handling and storage of materials; • securing dangerous items and hazardous goods; • preparing reports on MSDS and Risk Assessments; and • maintaining clean and tidy workshops and storerooms.
<p>Undertaking routine maintenance of equipment and material</p>	<p>The Technology Assistant (Systems/Computing/DDT/Wood) will undertake or arrange for routine maintenance of equipment and material by:</p> <ul style="list-style-type: none"> • enacting routine tool, plant and equipment service and maintenance; • performing basic maintenance and control of College equipment – ie annual service to vices and clamps; • ensuring all equipment is in good working order and is stocked with requirements (including printers, glue bottles, paper towels, etc); • ensuring the dust extraction units are emptied and fixed on a regular basis; and • ensuring the laser cutter lenses are cleaned

<p>Assisting the classroom teacher in technology classes, including observance of OHS principles</p>	<p>The Technology Assistant (Systems/Computing/DDT/Wood) will assist the Classroom teacher in Technology classes by:</p> <ul style="list-style-type: none"> • observing OH&S principles and acting on safety issues, either by reporting or remedial action; • being aware of, and implementing Health and Safety responsibilities including reviewing and planning; • preparing and setting up trolleys for materials in readiness for DDT and Systems classes; • assisting students where required as requested by the Learning Leader or Classroom teacher; and • maintaining general classroom tidiness, including ensuring all tools and equipment are put away after lessons.
<p>Expectations</p>	<p>The Technology Assistant (Systems/Computing/DDT/Wood) is expected to:</p> <ul style="list-style-type: none"> • Be familiar with and comply with Padua College's Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety; • Be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students; • Maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR Qualifications; • Undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role; • Attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and • Perform any other day to day duties as requested by the Principal or his/her nominee.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

Child Safety

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire community.

All staff at Padua College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 "Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises".

Employment at Padua College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

Key Organisational Relationships

INTERNAL	EXTERNAL	COMMITTEES
Principal College Improvement Team Learning Leader Technology (Systems/Computing/DDT/Wood) Staff Students		Technology staff

Criteria For Effective Leadership

The effective performance of the Technology Assistant (Systems/Computing/DDT/Wood) will be due to their capabilities across a comprehensive range of the following:

Attributes & Dispositions

- commitment to the Mission, Vision and Catholic identity of Padua College
- a tenacious and resourceful capacity for hard work
- optimism, confidence and enthusiasm when motivating staff and students
- collaborative and flexible in professional settings
- openness to change and to learning in all situations
- dependability and reliability

Knowledge & Understandings

- knowledge and use of emerging technologies (laser cutting, 3D printing and Computer Aided Design) would be an advantage
- knowledge of the appropriate avenues and resources for seeking information, support and clarification in relation to the responsibilities of the role
- knowledge of the College's policies and procedures that impact on the technology area
- demonstrated commitment to ongoing learning

Skills & Capabilities

- capacity to multi-task and pay close attention to detail
- ability to keep to timelines and manage multiple deadlines
- ability to collaborate and work in a team
- demonstrated ability to communicate clearly, personably and effectively
- capacity to maintain professional relationships within the College community and with other organisations on behalf of the College where necessary

Tenure, Conditions and Requirements

Classification	ESE Level 2 Category B 1.00 FTE
Tenure	Ongoing
Appraisals	Annual Review Meeting
Entitlements	Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
Requirements	Completion of OHS Modules Working with Children Check Police Check

Authorised by: _____
(Principal)

Date: _____

Signed by: _____

Date: _____

Name: _____

Date of Document: May 2026

Date for Review: May 2029

