
POSITION DESCRIPTION – INTAD TEACHER ASSISTANT

Revised	April 2021
Scope	To provide assistance within the Industrial Technology and Design department in the Secondary school.
Accountability	Head of Industrial Technology and Design and ultimately, the College Principal
Relates to	Teachers, Students, Parents, Year Level Coordinators and Heads of Department
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• To act always in a manner consistent with the College Ethos.• To foster team-work within the department.• To prioritise and effectively manage workload• To communicate effectively with parents, students, and staff• To communicate well in both written and oral form• Demonstrate a level of commitment to maintain personal professional knowledge and skills• Maintain confidentiality
Responsibilities	<p>Provided below are the primary responsibilities for this position.</p> <ul style="list-style-type: none">• Prepare and organise expendables and consumables for the running of INTAD subjects.• Assist in maintaining and the upkeep of various resources used in INTAD to maintain high WH&S standards.• Construct/build light infrastructure used within workshops, shed, and design suites as directed by HOD (racking, tools boards etc.)• Assist in the maintenance of Personal protective equipment in (PPE) to WH&S regulations within the WH&S Act 2011.• Support students in classes as directed by the HOD• Involved in tool-box talks as required.
Reference Documents	<p>Child Protection Policy NCC Staff Code of Conduct NCC Enterprise Agreement NCC Staff Dress Code Policy</p>
Appraisal & Review	Annually
Hours of Work	Term-time position. Should additional work be required during school vacation periods, prior approval to be sought from the Business Manager.
Salary	In accordance with levels set out in the NCC Enterprise Agreement