



# The Scots College

## Sydney Australia

### Role Description – Technology and Applied Science Assistant

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

#### Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016 – 2025

- 1. Position Title:** Technology and Applied Science (TAS) Assistant
- 2. Role Purpose:** Provide support to the TAS department and students in maintenance of the TAS workshop and related stock as required
- 3. Location:** The Senior School – Bellevue Hill
- 4. Responsible To:** Head of TAS, Head of Science, Head of Curriculum  
Ultimately responsible to The Principal
- 5. Functional Relationships:** Principal, Deans of Faculty, Head of TAS, TAS teachers
- 6. Key Accountabilities:**
  - Monitoring the needs of the TAS workshop and related areas
  - Assisting teachers and students in practical lessons when required

- Assistance in creating resources for other departments within the school as deemed necessary by the Head of Department of TAS or College Executive
- A willingness to learn and apply STEM Education (have an awareness of this and how it relates to developing and assisting with new units of work or individual student work)
- Maintaining an organised, stocked and safe workshop environment
- Developing prototypes and samples for new project concepts

#### **7. Routine duties including:**

- general maintenance of workshop machinery/tools (e.g. changing blades) and organisation of external servicing of machines
- maintenance of laser cutters, fume extractors, heat press, dye sublimation printer and 3D printers, including purchasing and control of required consumables
- liaising with the College's facilities team regarding any matters relating to TAS department
- ordering of materials for all projects within the TAS department
- purchasing small items (e.g. items of hardware from Bunnings or similar)
- receiving and checking deliveries for TAS department
- cataloguing and maintaining of all purchase records for TAS including documentation
- maintenance of dust extraction system (including vacuum and workshop ducted extractor system)
- general handyman jobs (shelving, fixing vices, creating signage, hanging pictures etc) within the TAS department
- ensuring workshops are well presented and ready for teaching (e.g. sweeping off and oiling of machines, regular changing of belt sander belts)
- preparation of teaching materials (e.g. cutting timber into length)
- varnishing of bench tops (when required – usually once every year)

- WH&S responsibilities (e.g. signage, compliance, hazardous substances register)
- ensuring First Aid Kits are suitably stocked
- assisting with supervision and instruction of pupils in TAS workshop when required, including delivering some course content when requested
- liaising with ICT Helpdesk if there are issues with workshop computers
- assisting TAS teachers with development of new projects for students
- assisting students with use of machinery and laser technologies with particular emphasis on safety
- assisting Year 12 Design and Technology, Engineering and Information Processing and Technology students with engineering, construction, timeliness and logistical parameters with respect to their Major Design Projects
- assisting teachers and students in their understanding of new technologies and certain aspects of existing technologies when required
- assisting in any other TAS department areas deemed necessary by the TAS Head of Department
- any other requests from supervisor and the Principal or their delegate.

### 8. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators
<b>Workshops</b>	<ul style="list-style-type: none"> <li>• Liaising with teachers regarding ordering of timber and metal materials</li> <li>• collating and ordering of timber and metal materials, associated materials and equipment</li> <li>• collating invoices for accounts payable monthly</li> <li>• storing and maintaining materials and chemicals appropriately</li> <li>• preparing materials and equipment for practical and demonstration lessons</li> <li>• reporting of any accidents, incidents or damage to the Head of Department –</li> <li>• maintaining a tidy, hazard free workplace in accordance with Workplace Health and Safety legislation</li> <li>• maintaining, organising and cleaning of general and chemical storage areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Student, teacher, parent and carer feedback.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Control of stores</li> <li>• shopping for workshop requirements and accepting deliveries to the College</li> <li>• including materials which might fall outside the TAS curriculum requirements</li> <li>• replenishing cupboard requirements in store room and classrooms</li> <li>• cleaning of all demonstration areas, storerooms and chemical stores as required</li> </ul>	<ul style="list-style-type: none"> <li>• Performance appraisal mechanism</li> </ul>

	<ul style="list-style-type: none"> <li>ensuring all machinery and equipment are all in safe working order.</li> <li>photocopying of resources as and when required</li> <li>end of year stock take of equipment.</li> </ul>	
<b>Pastoral Responsibilities</b>	<ul style="list-style-type: none"> <li>Assisting with care and welfare of staff and students as required.</li> </ul>	<ul style="list-style-type: none"> <li>Student, parent and carer feedback</li> </ul>

### 9. Essential Selection Criteria:

- knowledge and experience in working with timber, metals, plastics and electronics
- computer skills in Microsoft Outlook, Windows, Office, Adobe Illustrator, 3D Printer Software, TinkerCAD, Sketch Software and Laser Cutter Job Management Software
- competency in working with machines such as drop saws, table saws, drill presses, disc sanders, belt sanders, scroll saws, hand held routers, vacuum forming presses
- electrical and electronic skills with an understanding of basic electrical circuits, soldering and a basic understanding of electronic/logic circuits
- an understanding of simple computer programming logic and simple program writing, preferably in 'C' and Python
- patience, perseverance and an understanding of the differing requirements and skill levels within the student body (including some with learning difficulties). A concern for the safety of students and other staff is of paramount importance
- the ability to work independently and in collaboration with TAS Staff; a team player
- the ability to communicate effectively with staff and students in a professional manner
- strengths in problem solving, multitasking, initiative taking, thinking and decision making
- First Aid certification
- organised and punctual with good time management skills.