

POSITION DESCRIPTION

Business unit:	Mancel College
Position title:	Design and Technology Technician
Position classification / level:	G2.1 – G2.4
Employment type:	Full Time, Permanent
Reporting to:	Deputy Principal – Teaching and Learning
Date position reviewed:	August 2023

About Language Disorder Australia

Language Disorder Australia is a trusted national network of professionals and services, providing high-quality education, support and advocacy for children and young people with Language Disorder.

We make extraordinary outcomes happen for those with Language Disorder across all aspects of life, opening up new pathways that allow children and young people to achieve beyond what anyone imagined possible.

Our multidisciplinary and integrated network of educators and allied health professionals work with partners, community, and government to provide contemporary, high-quality integrated services for children and young people with Language Disorder.

Every child and young person deserve to belong. It's up to us to build a world of greater understanding and connection so they can unleash their own extraordinary potential.

Language Disorder Australia Vision, Mission, and Values

Our vision is to be the leader in ensuring extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, enabling them to find their voice.

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous, and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Position summary

The Design and Technology (D&T) Technician plays a crucial role in supporting and improving students' learning experiences within the subject of Technology and Design.

This position will support the Design & Technology Teacher by preparing equipment and materials for lessons and assisting in practical lessons while also providing assistance with occupational health and safety, maintenance and repairs in the field of Technology and Design.

Working Relationships

- The Design and Technology Technician reports to the Deputy Principal – Teaching & Learning.
- The Design and Technology Technician will maintain effective working relationships with all students, managers, employees and worker types at Language Disorder Australia as well as with external Stakeholders, including but not limited to:

Internal

- Relevant Managers
- Teachers
- School Assistants
- Employees
- Students
- Volunteers
- Contractors

External

- Parents and Guardians
- Independent Schools Queensland

Main duties and responsibilities

The main duties and responsibilities of this position include:

- Assisting teachers as required in classrooms and workshops.
- Operating and maintaining a comprehensive maintenance schedule for the Design and Technologies Room, this includes equipment, tools and resources, machinery, storerooms and finishing rooms.
- Checking on a routine basis that all machines are in safe working order.
- Ensuring hand tools are kept in optimum condition and stored correctly.
- Assisting in the acquisition and provision of Safety Data Sheets and ensure flammable materials are stored correctly.
- Maintaining Personal Protection Equipment.
- Undertaking projects as part of an ongoing program of facilities development.
- Undertaking tasks related to the promotion of the College and the Design and Technology area.
- Assisting staff in developing appropriate resources for teaching and learning.
- Undertaking projects as part of an ongoing program of facilities development.
- Maintaining a clean and safe working environment for all school community members by adhering to relevant WH&S policies and procedures (e.g. Sunsafe policy, incident forms etc).
- Being available to clean up personal accidents; and show initiative in attending to unsafe or unhealthy incidents.
- Participating in other related activities directed by the Principal or Deputy Principal or relevant nominated supervisor.

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- Certificate III or IV in Educational Support or equivalent.
- Experience in a relevant trade, workshop or applied technology or design technology environment.

Desirable:

- Certificate IV in Training and Assessment

Knowledge, skills, and experience

Essential:

- Ability and willingness to work with children with communication difficulties.
- Technical knowledge and expertise relevant to the position.
- High level of practical and problem-solving skills.
- High regard for maintaining a safe working environment.
- Experience in an educational setting.
- Basic knowledge of and ability to use Microsoft computer programs.
- Confident in the use of CAD and CNC technologies (or willing to learn).
- Flexibility to learn all areas of a Design Technology Department covering electronics, manufacturing, CAD, CAM etc.
- Ability to attain competencies in specialised programs, particularly Key Word Sign.
- Ability to successfully participate as a team member, with recognition of the necessity to follow instructions at specified times.
- Well-developed communication, interpersonal and negotiation skills necessary for productive working relationships with employees, families, and the community.
- A demonstrated commitment to optimal educational outcomes for children and preparedness to exhibit dedication to the implementation of the program.
- Ability to understand and comply with organisational policies and procedures, particularly relating to WH&S, Child Protection etc.

Desirable:

- An understanding of the workings of a multidisciplinary team (teachers and allied health professionals), preferably in the area of students with disability.

Mandatory Requirements

- A current Blue Card or Exemption Card (working with children check) or other acceptable evidence.
- First Aid Certificate (HLTAID003 or HLTAID004) (and ongoing maintenance).
- CPR Certificate (HLTAID001) (and ongoing maintenance).
- Additional site-specific training is provided by the College through the biannual professional development programs offered to all employees.
- Driver's Licence.
- Fully up to date Covid vaccinations and boosters.