

Position Description

Industrial Technologies Teacher Assistant

The School

Hillbrook is a co-educational school of 780 students from Years 7 - 12, established in 1987. The School is growing in size over the next 4 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All applicants would need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

Position

Title:	Industrial Technologies Teacher Assistant
Reporting to:	Industrial Technologies Skills Coordinator
Status:	Term time, 26-32.5 hours per week during school terms (4 days per week with an option to work an additional day in the Facilities department)
Classification:	Schedule 6H – Building Products, Manufacture & Minor Maintenance 2018 Qld Anglican Schools Enterprise Agreement
Role:	Providing assistance to the Industrial Technologies Skills Coordinator with ordering supplies, machine/ tool maintenance and class supervision.

Key Responsibilities

- Assisting the Industrial Technologies Skills Coordinator with ordering of workshop supplies
- Responsibility for collecting/ receiving orders for the workshop
- Assisting the Industrial Technologies Skills Coordinator with maintenance and minor repairs of tools and machinery where possible
- Assisting teachers with class supervision, ensuring safety protocols are followed, particularly in lessons of high risk (eg. welding and bench saw activities)
- In conjunction with Technologies department teachers ensure the workshop is kept tidy and organised.

Other

- Provide support for department coordinators as required, including preparation and pack-up of furniture and equipment.
 - Support the school by maintaining an awareness of Workplace Health & Safety and similar regulations, codes of practice and their implementation and adherence to.
 - Be available to support the School facilities team on an ad-hoc basis where possible.
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Essential Competencies and Qualifications

- The ability to work accurately, flexibly and efficiently.
 - The ability to work productively, even without direct supervision.
 - The ability to prioritise where there may be multiple competing tasks.
 - An awareness and understanding of equipment safety protocols.
 - Competence with the use of most hand and power tools for working with timber/ mild steel
 - Experience with maintenance of buildings and equipment.
 - Competence in computer skills; understanding or willingness to learn and operate evolving technologies including CNC Router, Laser cutters, 3D printers
 - Possession of or eligibility for a 'Working with Children' suitability card.
 - Possession of or eligibility for a Light/Medium Rigid Licence.
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Qualifications and Experience

Carpentry qualifications and experience preferred, or equivalent practical based trade or work experience

Please include any details of appropriate qualifications and experience.

Conditions, Entitlements and Benefits:

- The position is term time, approximately 39 weeks p.a.
- 26-32.5 hours per week
- Annual leave of 4 weeks per annum paid on a pro rata basis, including summer holiday leave loading.
- Sick (personal and carers) leave of 2 weeks per annum – accrued on a pro rata basis.
- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

Application Process:

In your covering letter please address the following:

- Why you are interested in this position; and
- Your experience dealing with adolescents.

The closing date for applications is the **Monday, 30th November 2020**.

All applications should be addressed to the Chief Financial Officer and emailed to: positions@hillbrook.qld.edu.au

Receipt of application will be acknowledged by email. The Principal reserves the right to fill the position by invitation or to re-advertise the position.

After the closing date, short-listed applicants will be contacted by the school, in order that an interview can be arranged. Only short-listed applicants will be contacted.