

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced		
<b>Group:</b> Schools  <b>Directorate:</b> Southwest Education Region  <b>Branch:</b> North Albany Senior High School  <b>Section:</b>	<b>Effective Date of Document</b> 17 December 2014		

<b>THIS POSITION</b>	
<b>Title:</b>	Technology and Enterprise/Arts Assistant
<b>Classification:</b>	Level 2
<b>Position No:</b>	00035353
<b>Positions under <u>direct</u> responsibility</b>	
Nil	

<b>REPORTING RELATIONSHIPS</b>			
<b>TITLE:</b>	Principal		
<b>LEVEL:</b>	Admin 6		
<b>POSITION NUMBER:</b>	00003977		
<b>TITLE:</b>	Head of Learning Area, Technology and Enterprise /The Arts		
<b>LEVEL:</b>	Admin 3		
<b>POSITION NUMBER:</b>	00003968		
<b>This position and the position of:</b>			
<b>Title</b>	<b>Level</b>	<b>Position No</b>	
Nil			

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Technology and Enterprise/Arts Assistant	Level 2	00035353	17 December 2014

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about North Albany Senior High School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the School's name in the *Find a School* field.

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## ROLE

The Technology and Enterprise/Arts Assistant:

- prepares the classroom, laboratory, workshop and storerooms to enable the classroom teacher to instruct students effectively
- prepares specialised equipment and materials and provides operational advice for technology and enterprise/arts workshops, classes and demonstrations
- designs and constructs teaching aids to meet standards that support teaching and curriculum requirements
- maintains, evaluates and assesses technical equipment, carries out repairs and maintenance on technology and enterprise/arts equipment and arranges off-site repairs
- assists with the ordering of supplies and equipment, liaises with suppliers, negotiates prices and obtains quotes and ensures adequate supplies are maintained
- assists with stock management tasks, including the coordination of stock-take activities
- provides advice on safe use, storage and disposal of equipment, any related chemicals and wastes in accordance with occupational health and safety requirements
- maintains appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements
- monitors expenditure and provides advice as required
- assists with the selection of new and relieving Technology and Enterprise/Arts Assistants
- performs other related duties as directed by the Principal or Head of Learning Area.

## OUTCOMES

1. Technology and Enterprise and Arts teachers are provided technical and practical assistance to instruct students effectively within a safe learning and working environment.
2. Preparation areas, workshops and classrooms are organised and technical equipment is maintained, evaluated and assessed to ensure that occupational safety and health standards and technical requirements are met.
3. Procedures for safe working, equipment and chemical storage, handling and maintenance comply with legislative requirements.

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## SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated knowledge, skills and experience in the operation of technical/industrial equipment within workshop/class or similar environment.
2. Demonstrated knowledge and understanding of the Western Australian Occupational Safety and Health Act 1984 and its coverage in industrial environments.
3. Demonstrated good written, verbal and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
4. Demonstrated organisational and time management skills and ability to work independently.

## ELIGIBILITY

### Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- hold or obtain a current Working with Children Check.

## TRAINING

### Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

## ENDORSED

DATE 17 December 2014  
TRIM REF # D14/0550776