

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

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced
Group: Schools	Effective Date of Document 7 November 2018
Region: Education Regions	
School: Schools	

THIS POSITION

Title: Design and Technology Assistant
Classification: Level 2
Position No: Generic
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

TITLE: Head of Department, Technologies
LEVEL: Various
POSITION NUMBER: Various

This position and the positions of:

Various

TITLE Design and Technology Assistant	CLASSIFICATION Level 2	POSITION NO. Generic	EFFECTIVE DATE 7 November 2018
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CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE Design and Technology Assistant	CLASSIFICATION Level 2	POSITION NO. Generic	EFFECTIVE DATE 7 November 2018
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ROLE

The Design and Technology Assistant:

- prepares the classroom, laboratory and workshop to enable the teacher to instruct students effectively
- prepares specialised equipment and materials and provides operational advice for design and technology 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 design and technology equipment and arranges off-site repairs
- assists with ordering supplies and equipment, liaising with suppliers, negotiating prices and obtaining quotes and ensuring adequate supplies are maintained
- assists with stock management tasks, including 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 selecting new and relieving Design and Technology Assistants.

OUTCOMES

1. Design and Technology 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.

TITLE Design and Technology Assistant	CLASSIFICATION Level 2	POSITION NO. Generic	EFFECTIVE DATE 7 November 2018
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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 operating technical/industrial equipment within a design and technology 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 knowledge of Design and Technology subjects relevant to secondary schools.
4. Demonstrated good written, verbal and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
5. 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;
- obtain or hold a current Working with Children Check; and
- hold a Certificate III in Work Health and Safety or equivalent qualification or experience.

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 Accountable 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 7 November 2018
TRIM REF # D18/0489804