Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Job Description Form

Design and Technology Assistant

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Head of Department, Technologies
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on Schools Online.

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

- Prepare the classroom, laboratory and workshop to enable the teacher to instruct students effectively.
- Prepare specialised equipment and materials and provide operational advice for design and technology workshops, classes and demonstrations.
- Design and construct teaching aids to meet standards that support teaching and curriculum requirements.
- Maintain, evaluate and assess technical equipment, carry out repairs and maintenance on design and technology equipment and arrange off-site repairs.
- Assist with ordering supplies and equipment, liaising with suppliers, negotiating prices and obtaining quotes and ensuring adequate supplies are maintained.
- Assist with stock management tasks, including coordination of stock-take activities.
- Provide advice on safe use, storage and disposal of equipment, any related chemicals and wastes in accordance with occupational health and safety requirements.
- Maintain appropriate documentation for all equipment, machinery and materials in accordance with occupational safety and health requirements.

- Monitor expenditure and provide advice as required.
- Assist with selecting new and relieving Design and Technology Assistants.

Selection criteria

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 and training requirements

Employees will be required to:

- hold a Certificate III in Work Health and Safety or equivalent qualification or experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 28 July 2021 Reference D21/0386162