



Nowra Anglican College is a respectful community, grounded in Christ's compassion, learning to live with wisdom.

Position Title	Technology and Applied Studies (TAS) Aide Permanent Part Time, 24hrs per week
Appointed by	Head of TAS, Business Manager
Responsible to	Head of TAS
Key working relationships	Teaching & Administration Staff, Students
Last Reviewed	November 2021
Position Overview	The role of the TAS Aide is to provide daily support to staff and students in the TAS department. This includes a particular focus on Industrial Technology, Design and Technology and Visual Arts programs.
Preamble	Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.
Who are we, and what do we commit to?	<p><i>Our Vision</i> To be a community of learners, living and serving in Christ's world.</p> <p><i>Our Mission</i> To provide a high quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.</p> <p><i>Our Values</i> Respect   Compassion   Wisdom</p> <p>All staff are to demonstrate a commitment to the school's vision, mission and values in all interactions with colleagues, students, parents and the wider community.</p>
Involvement in the Life of the School	<p>This will involve:</p> <ol style="list-style-type: none"> <li>1. Attendance at Staff Devotions</li> <li>2. Attendance at other staff and committee meetings when required</li> <li>3. Perform other duties that are deemed appropriate by and in negotiation with the Head of TAS as required from time to time.</li> </ol>

Duties	<p>The TAS Aide duties include:</p> <ul style="list-style-type: none"> <li>• Material Preparation <ul style="list-style-type: none"> <li>○ Create orders for bulk material (timber, art supplies etc)</li> <li>○ Check deliveries for quality and accuracy</li> <li>○ Dock and prep timber using the table saw and drop saw</li> <li>○ Correctly store materials and equipment including Art supplies to maintain shelf life</li> </ul> </li> <li>• Practical Classes <ul style="list-style-type: none"> <li>○ Setting up for teacher demonstrations</li> <li>○ Collate requirements for individual practical classes</li> <li>○ Setting up and preparing materials, tools and equipment for students</li> <li>○ Store equipment after use and ensure it is in good working order</li> <li>○ Be willing to learn to use technical equipment such as the Laser Cutter and 3D Printers</li> </ul> </li> <li>• Cleaning <ul style="list-style-type: none"> <li>○ Check all work areas for general cleanliness weekly</li> <li>○ Regular cleaning of extraction system dust drums and filters</li> <li>○ Check machinery and rooms for clutter and safety</li> <li>○ Empty scrap bins and remove waste</li> </ul> </li> <li>• General Maintenance <ul style="list-style-type: none"> <li>○ Maintain equipment and enclosures to ensure they are in good working order</li> <li>○ Perform regular safety checks and inspections</li> </ul> </li> <li>• Laundry <ul style="list-style-type: none"> <li>○ Maintain class sets of aprons</li> </ul> </li> <li>• WHS Compliance <ul style="list-style-type: none"> <li>○ Maintain records including Safety Data Sheets, Chemical Safety Register and Machine Maintenance Safety Platform</li> </ul> </li> </ul> <p>In support of the other activities of the TAS department, the TAS aide will:</p> <ul style="list-style-type: none"> <li>• Work in conjunction with the TAS Aide (Food Technology &amp; Agriculture)</li> <li>• Perform other duties as directed by the Head of TAS.</li> </ul>
Key Selection Criteria	<ol style="list-style-type: none"> <li>1. Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of The Anglican Schools Corporation.</li> <li>2. Qualifications and experience required of this position.</li> <li>3. Ability to work collaboratively with staff and students</li> <li>4. Demonstrated initiative and flexibility</li> </ol>
Workplace Health & Safety	<p>The TAS Aide will comply with all relevant policies and procedures relating to Workplace Health &amp; Safety and report all hazards and unsafe workplace practices to the Health &amp; Safety Committee.</p>
Working With Children Check	<p>The TAS Aide will have Working With Children Check clearance and comply with all relevant policies relating to Working with Children.</p>
Qualifications & Experience	<ul style="list-style-type: none"> <li>- Building &amp; Construction Trade Qualifications</li> <li>- White Card</li> <li>- Experience working in a school is advantageous</li> <li>- First Aid certificate</li> </ul>



Appraisal	All members of staff will take part in the School's appraisal system which has at its core the aim to assist staff to develop their skills and abilities.
Hours of Work	The hours of work will be from 8:30am – 2:30pm, 4 days per week. This includes a 30min lunch break.
Name of Position Holder	
Signature	
Date	
Head of TAS	
Signature	
Date	