



## Industrial Technology & Design Teacher's Aide

Fixed Term Time  
16 hours per week

Applications are invited from suitably qualified and enthusiastic persons for this position.

The ITD Teacher Aide will be employed to support students and staff with within the Industrial Technology & Design workshop area. The successful applicant will have appropriate experience and an understanding of and a commitment to the ethos of Catholic education. A Working with Children Check and eligibility for a Suitability Notice will be required. A manual driver's license essential.

To apply for this position:

Please submit a letter of application and your resume along with the form A4 Application for Employment – Non-Teacher.

Applications can be either emailed to [enquiries@stpats.qld.edu.au](mailto:enquiries@stpats.qld.edu.au) or posted to:

Mrs Janelle Agius  
Principal  
St Patrick's College  
P O Box 252  
Mackay Qld 4740

**Applications close Friday 14<sup>th</sup> September 2018**

For further information, please contact:

Mrs Janelle Agius, Principal  
phone: (07) 4944 7200 or email: [enquiries@stpats.qld.edu.au](mailto:enquiries@stpats.qld.edu.au)



**Catholic Education**  
Diocese of Rockhampton

*A Catholic College in the Diocese of Rockhampton.*



## ITD Teacher's Aide

### Position Objective

The Teacher Aide - ITD will support the day to day running operations of the Industrial Technology & Design workshop, providing a valuable service to ITD staff and students throughout the organisation, along with oversight and maintenance of the ITD workshops.

### Teacher aide ITD specific roles and responsibilities:

- Sharpen tools on a routine basis
- Replace bags on dust extraction system when full
- Undertake regular maintenance on air compressor
- Organise and maintain resources room and teacher's aide store
- Prepare and cut materials for projects
- Reporting damage and maintenance issues to HOD and/or teachers
- Assist with general tidiness of workshops and rooms
- Assist with yearly stocktake
- Repair equipment and facilities when appropriate
- Replace any missing tools from tool racks where required
- Re-fill consumables such as fixings, adhesives and finishes on a routine basis
- Organise storage of materials such as timber, steel, plastics, paint, screws & adhesives etc.
- Assist with yearly maintenance and repair of student work benches
- Identify purchasing needs of materials and consumables
- Apply regular maintenance to machines and equipment (eg. replace worn disc on disc & drum sanders)
- Engrave and label new items of equipment
- Build fixtures and jigs when required
- Other duties as directed by Vocational Education Coordinator

### Work Health and Safety

Staff employed have responsibilities relating to Work Health and Safety which require staff to recognise and support all of the College Work Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself and others at the workplace.