# Extracts from Design & Technologies Technician Job Descriptions

These job descriptions for the role of Technician have been collated by DATTA Vic to support our *Industrial Design Students as Technicians in Schools* program.

## Job 1 – Government School, 2017

**Job Title: Technology Technician**
**Full/Part Time:** P art-Time
**Regular/Temporary:** Fixed Term
**Classification:** Ed Support Level 1-Range 1
**Begin Date:** 21/08/2017
**End Date:** 22/09/2017

**Regular/Temporary:** Fixed Term
**Hours:** 19.00

**Selection Criteria**

SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.

SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.

SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.

SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5 A commitment to professional learning and growth.

**Role**
The Art & Technology Assistant will provide support to the College's Art & Technology Learning Areas and will be under the direction of the Principal Class, Technology Leader and LT – Instructional Leader for Art & Technology

**Responsibilities**

- Provide routine support for Technology teachers through the preparation of materials and resources.
- Work with the classroom teacher to support students during practical class activities when required.
- Prepare use of equipment, where required
- Regular maintenance of tools and equipment.
- Maintain a clean workshop and classrooms
- Operate woodworking machines to prepare timber

- Be accountable for performance of allocated tasks
- Ensure the efficient operation of the work area
- Undertake relevant occupational health and safety requirements and, where necessary, risk assessments within the work area

**Typical duties:**

- Assist the Technology staff in the classroom
- Prepare materials as required
- Keep all store rooms and cupboards neat, tidy and safe
- Unload deliveries and store in appropriate shelving
- Keep all materials stored in an orderly manner
- Ensure tools, hardware and all other equipment is well stocked and reorder when required
- Ensure all machinery and power tools are kept in a clean and safe state
- Maintain extraction system and clean out sawdust on a regular basis
- Keep work room areas clean, tidy and safe at all times
- At the school years end tools are cleaned and sharpened suitable for the new school year
- Perform any other duties as required by the Technology Leader

*This position description describes in general terms the normal duties which the Technology Assistant is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.*

**Who May Apply**

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

**EEO AND OHS Commitment**

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

**Child Safe Standards**

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child
Safety Code of Conduct consistent with the Department's exemplar available at
http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx

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# Job 2 – Independent School 2022

**Position Description**
Design and Technology Technician

**Nature of the Role**
Engineering, Design or Information Technology background with experience in equipment use, particularly 3D printers. A current tertiary student in one of the above specified areas would be ideal. Good communication skills are a requirement, as there is a need to work directly with students and teachers.

**Main Responsibilities and Accountabilities**
A desire to learn how to manage 3D print workflows, or experience in managing 3D printers and digital or information technology hardware and software is essential. A strong interest in technical equipment and in Design and Technology generally is required.

- Prior experience with, or knowledge of 3D printers, a technical background, or a desire to learn 3D printing and digital fabrication are required
- Knowledge of robotics and/or programming may be an advantage
- Full training will be provided on all necessary software/equipment
- A willingness to learn and adapt is essential
- Ensuring safe work practises in the department/learning area
- Ordering and replacing equipment as needed
- To determine needs in hardware and software acquisitions and assist in ordering processes.
- To communicate effectively with Design and Technology faculty members and students as required and to attend faculty meetings and professional development as required

**Child Protection**
XXXX is committed to being a child safe environment, and we actively promote the safety and wellbeing of all students. All College staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The College's Child Protection Program, including the Child Protection and Safety Policy, and the Child Safety Code of Conduct is available via the Staff Portal.

The following responsibilities are expected of all roles within the College; All staff are expected to; -
- Be familiar with the content of the College's Child Protection Program, including the Child Protection & Safety Policy, the Child Safety Code of Conduct, and with their legal obligations with respect to the reporting of child abuse.
- Be responsible for understanding and applying the College's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations.
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Protection Officers and/or with external agencies where required.
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care.
- Comply with the Child Protection & Safety Policy, and act in accordance with the Child Safety Code of Conduct.

**Position Requirements**
To respond to work requests from the Head of Design and Technology, or teachers within the Design and Technology Faculty. This will include but is not restricted to the following areas:

• Assisting the Head of Design and Technology in organising and maintaining faculty equipment
• Completing stocktaking as required, proactively replenishing stocks as needed
• Operating and maintaining 3D printers, laser cutter and other devices
• Organising classroom materials
• Ensuring safe work practises are followed whilst performing duties
• Communicating effectively with Design and Technology Faculty members and students as required and attending faculty meetings and professional development
• Ensuring compliance training is actioned and is up to date, as required
• A current Working With Children Check and National Police Certificate are essential requirements of this role

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## Job 3 – Government School 2022

Job Title: **Art Technician**

Job Type: Part-time

Location: Melbourne | Eastern Metropolitan

Job type: Part time / From 27/01/2023 - 26/01/2024

Organisation: Education and Training

Salary: Salary not specified

Occupation: Other

**Selection Criteria**

**SC1** Demonstrated capacity to perform duties consistent with established guidelines and frameworks, including coordinating and supporting others in respect to specific work functions relevant to the role.

**SC2** Demonstrated capacity to work and collaborate with others in a team environment, including teachers, education support and students and the capacity to provide support and/or attendant care to students where necessary.

**SC3** Demonstrated capacity to communicate effectively in a team environment, including high level oral and written communication skills.

**SC4** Possess the technical knowledge and expertise relevant to the position.

**SC5** Demonstrated capacity to provide advice and support to management and other school staff in respect to the work area.

**SC6** A commitment to professional learning and growth for both self and others.

**Role**

Hours and days will vary and will be discussed with the successful applicant.

An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the *Education and Training Reform Act 2006 (Vic)* or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

- Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.
- Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.
- Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.
- Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

**Responsibilities**

The primary purpose of the position is to support the Visual Art staff in the day-to-day implementation of the Visual Arts program at XXX College and to contribute to the promotion of the subject through exhibitions and events. The applicant should have an interest and appreciation of the various techniques and mediums used in a Creative Arts Department, including Visual Art and Media.

**Required skills, knowledge, and experience**

- Relevant Arts and Media qualifications/training and experience
- Strong interpersonal and communication skills
- Work independently and take initiative
- Able to adhere to deadlines
- Receptive and adaptive to new ideas and initiatives
- Friendly, positive role model for students
- Must have a working with children's check

**Preferred but not required:**

- Be an art practitioner and/or have a visual art and/or design background
- Have some training in an area of art production or administration
- Have strong IT skills
- Have a working knowledge of Adobe Creative suite
- Sound knowledge of the Microsoft Office suite, and other Media software, and the ability to work across both Mac and Windows environments.
- Understand and/or willingness to learn how to use laser cutters and 3D printers.

**Key Tasks**

- Maintain art rooms, art stores and equipment on a regular basis including a regular audit.
- Generally tidy and clean equipment and various areas of the Art Department
- Clean Art rooms as required. Restock towels, sponges, and cleaning materials. Clean brushes palettes and water containers and return to storage.
- Maintain kilns. Fire the kilns and manage the ceramic pieces.
- Catalogue and maintain still-life resources.
- Submit requests for maintenance issues.
- Assist art staff in assessing the needs of various areas in art department.
- Ensure that all required materials and resources are available and maintained in a usable manner.
- Work with staff to complete the ordering of materials in a timely and efficient manner.
- Check and unpack and store supplies as they come into the learning area faculty.
- Distribute orders and stock to appropriate areas/storerooms.
- Conduct regular stocktakes of all art supplies.
- Assist in the booking of excursions.
- Prepare materials or processes of a technical nature (such as mediums, surfaces, glazes etc).
- Provide technical assistance to staff as required.
- Operate and maintain audio-visual equipment such as required.
- Maintain a digital record of student work for display, annual and specialist exhibitions.
- Assist to ensure OH&S standards are met and maintained within the Visual Arts Learning Area.
- Maintain and update art and technologies MSDS record
- Ensure safe storage and handling of dangerous and/or flammable material.
- Undertake any other duties as requested by the Visual Arts learning Area Leader and Director of Student Led programs.

**Visual Displays/Exhibition**

- Assist in the planning, preparation, mounting and dismantling of student artwork for display, exhibitions, expos and events.
- Assist in the mounting, preparing, and displaying work in classrooms and exhibition areas throughout the School.
- Assist with the printing and mounting of photographic works for presentation.
- Visual displays kept up to date and vibrant throughout the School

**Who May Apply**

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

**EEO AND OHS Commitment**

The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

**Child Safe Standards**

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**DET Values**

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx

**Other Information**

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.

- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at http://www.education.vic.gov.au/hrweb/Pages/default.aspx

**Conditions of Employment**

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For positions in special settings, a person is not eligible for employment unless they meet the vaccination requirements on commencement in the position.

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# Job 4 - Independent School, 2021

XXXXl is a leading, internationally recognised, independent, co-educational school committed to providing exceptional educational opportunities from Early Learning through to Year 12. With over 3300 students across 5 campuses, XXX passionately strives to deliver innovative specialist educational programs enabling quality learning every day, in every experience, for every learner, for life.

We have an exciting opportunity for a Design Technology Technician to join our team at the XXX Campus.

**Responsibilities:**

- Provide support for the members of the Design Staff in an administrative, organisational and technical capacity.
- Management of workshop including housekeeping, materials and equipment.
- General support of the Staff and Students in the Design learning area
- Administration priorities - Ordering, OH&S and equipment maintenance
- Exhibition and display of student works and associated duties
- Ensure efficient management of 3D printers and other rapid prototyping processes
- Student technical support in classes.

**Skills & Experience**

- Design and workshop fabrication skills
- Experience working with Secondary students (desirable)
- Experience with workshop tools and equipment
- Studies in a design or engineering field
- Excellent communication skills

- Highly competent IT skills
- A self-starter who can manage their time independently
- Ability to prioritise tasks and be able to respond to new priorities at short notice
- Drivers Licence
- Hold or able to hold an Employment Working with Children Check

Our mission is to enable quality learning every day in every experience for every learner, for life.

Please submit your application by xxxxxxxxxx. Applications will be reviewed and screened upon submission.

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## Job 5 - Government School, 2018

Design and Technology Technician –XXX School

**Position Description:**

**Position objectives**

- Provide support for the members of the Design Staff in an administrative, organisational and technical capacity.
- Management of studio materials and equipment.
- General support of the Staff and Students in the Design learning area
- Student technical support in classes.
- Administration priorities - Ordering, OH&S and equipment maintenance
- Exhibition and Display of student works and associated duties
- Ensure efficient management of 3D printers and other rapid prototyping processes

**Key Tasks**

- Operating machinery and cutting materials as required by Design staff and students during lessons.
- Stocktake and supply all materials and equipment to design studios and storerooms.
- Check all orders from suppliers.
- Distribute materials throughout storerooms.
- Management and ordering of Design equipment & materials for book lists.
- Maintain and organise Design studios on a weekly basis.
- General cleaning and stocktake – Design studios and breakout areas
- Prepare and organises displays for Exhibitions
- Administrative tasks associated with ordering and general organisation of the Storerooms and supplies.
- Equipment audit and general checking – Design/Textiles
- Classroom consultations with students
- Being an active member of the Design team
- Attending Design department meetings

**Maintenance of Materials and Equipment**

- Supervise/organise quotes and repair of equipment in all studios.
- General maintenance and repairs in studios.

- Manage and maintain 3D printers
- Ordering – Materials and large orders.

**Occupational Health & Safety**

- Review all OH&S data sheets, hazardous substance sheets, MDS sheet and liaise with staff & Head of Department.
- Organise storage and disposal of Hazardous substances.

Time. Full time

Report to Head of Design Faculty

Range 2.2 Education Support Class Salaries in Victorian Government Schools