

JOB DESCRIPTION – Technology (Workshop) Learning Resource Technician

Name:	
Daily coordination and reporting to:	Teacher in Charge (TIC) - Resistant Materials Technology
Line Manager:	Leader of Learning Technology
Department:	Administration/Technology
Hours per week	5 hours per week term time only. With the possibility of some negotiated additional hours if required

Position Purpose:

To be an active member of the Technology Department that provides high quality teaching and learning services. It also includes any duty the Employer may reasonably require the Employee to perform, to ensure that the school/kura operates efficiently, effectively and smoothly.

This job description provides a guideline of responsibilities and expectations (outlined on pages 2-4), and must be referred to alongside the following:

1. The terms and conditions outlined in the *Support Staff in Schools' Collective Agreement*.
2. A commitment to the values of Tauranga Girls' College:
Vision: Empowering tomorrow's women for a Different Tomorrow.
Mission Statement: To create a safe, stimulating and exciting learning environment that allows each student to develop their academic, cultural and sporting potential.
Uara / Values:
 - Manaakitanga
 - Mahi Tahi
 - Mana Motuhake
3. Tauranga Girls' College policies, procedures and handbooks, including a commitment to:
 - Professional development, training, and adoption of new technology
 - School Health and Safety practices including pandemics guidelines and mandates
 - Engaging in a professional manner with visitors, whānau, staff and students
 - Documents meet the Tauranga Girls' College branding guidelines
 - An acceptable standard of attire is worn at all times
 - Participating in appraisal processes
 - Partnership, participation and protection of the Treaty of Waitangi

Key Responsibilities and Tasks	Outcomes
Professional Responsibilities	
<ul style="list-style-type: none"> To obtain professional development as required, in order to keep abreast of new demands necessitated by changes in the curriculum and its delivery. 	<ul style="list-style-type: none"> The technician is able to advise and support staff with the increased practical component of the new curriculum.
Administration - Order and manage resources for the workshop - Resistant Materials Technology	
<ul style="list-style-type: none"> In cooperation with LoL, operate a budget and ordering system to meet the learning area's needs. Review equipment needs within the workshop and advise on the purchase of new and replacement of equipment. Equipment required to deliver the curriculum is obtained with the appropriate budget. Consumable needs are identified and obtained under the approval of the teacher in charge of Resistant Materials Supplies are purchased according to the order of teaching after liaising with the Leader of Learning. Participate in the ongoing programme to maintain workshop safety and first aid procedures. A current First Aid Certificate is vital and that certification is kept up to date. The cost of maintaining this will be paid by the school. Maintenance of technician areas for safety and security purposes. 	<ul style="list-style-type: none"> Teachers are assisted in providing a safe environment for students, along with appropriate first aid, should it be required. Never short of stock and stock purchased is of high quality, low cost. Records of expenditure and purchases are kept. Staff and students have access to resources as required/available. The technician's areas provide a safe environment. Dangerous and expensive materials/equipment are not readily available to untrained personnel.
Technical Support - Preparation of Equipment and Consumables to support Technology Programme	
<ul style="list-style-type: none"> Equipment and consumables are available for class use after cutting list request forms and orders are submitted and at a time pre-determined by the teacher in charge in conjunction with the technician. Prepare equipment and materials for practical lessons. Cutting of wood. Assist teachers with equipment during practical workshops. 	<ul style="list-style-type: none"> Teachers are aware of what and when resources are available to allow for optimal use and minimal losses and holdups. Practical sessions run smoothly and provide students with opportunities for satisfactory outcomes with the opportunity of equitable success Equipment is available in safe working order when required Costs are kept to a minimum

<ul style="list-style-type: none"> Teachers are aware of and have access to all equipment relevant to their discipline. Equipment ready to go as needed for students and advice given on its use. Sourcing items such as wood from suppliers when required - collection and delivery (school ute can be booked for this as required) 	<ul style="list-style-type: none"> All equipment is maintained in good condition Easy identification of lost, stolen or mislaid equipment
Technical management and maintenance	
<ul style="list-style-type: none"> Operate an efficient system of stocking, storing, distributing and checking equipment, including paints and stains and other materials used in the workshop General organisation of W1, Prepare equipment and materials required for demonstration and class practical work to support teacher in charge Set up, operate and run checks on equipment in the Resistant Materials workshop. e.g (Initiating electrical tagging every year) Make simple pieces of equipment if necessary and carry out simple repairs. Arrange for specialist repairs and maintenance and cleaning appropriately. Engrave and mark equipment for identification purposes Teachers are aware of what and when resources are available to allow for optimal use and minimal losses and holdups Operating a CNC machine successfully. Paints and other chemical substances are disposed of appropriately if necessary. 	<ul style="list-style-type: none"> The general organisation of the workshop supports an efficient operation Equipment and materials are available to support learning as required Equipment is regularly checked and appropriate maintenance/repairs are overseen. Equipment is clearly identified and stored for easy access Equipment is available in safe working order when required Expensive equipment is maintained in good condition, such as the CNC Router. Appropriate disposal of chemical substances and paints is undertaken
Maintain Safe Practice with all Consumables and Equipment	
<ul style="list-style-type: none"> Safe storage of materials, machinery and equipment. Large machinery is labelled with hazard identification where necessary Waste are disposed of safely and appropriately Safe practices are observed. Keeping the workshop clean and orderly 	<ul style="list-style-type: none"> A safe working environment is provided and teachers and students are made aware of possible hazards

Confirmation:

Employee:	Signature:	Date:
Employer: Tauranga Girls' College	Signature: Tumuaki I Principal Tara Kanji	Date
Next Job Description Review Date:		