



# Moreton Bay Boys' College

Life adventurers. Life achievers.

## Teacher Aide – Design and Technology

### *Duties and Responsibilities*

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#### General Information

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School consists of Years Prep to 6 with the Secondary School Years 7 – 12. As an International Baccalaureate World school, Moreton Bay Boys' College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QCAA pathways with the majority of boys obtaining an OP/ATAR.

#### Relationship with Moreton Bay College

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) became formal partners on the premise that "Together we are Stronger". Governed by a joint Board and led by a single Executive Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its core values of Care, Character, Engagement and Team work. Accordingly, all employees are expected to model the same core values in their dealings with each other and the College.

#### College Vision

Our vision is Two Colleges, One Community, preparing our students for tomorrow's world.

Purpose must have passion and the Moreton Bay Colleges' passion is to develop and nurture students in an inclusive and diverse Christian learning environment. We will deliver an outstanding student experience that allows students to graduate with the attitudes, attributes and skills that will provide the keys to becoming a global citizen.

#### 1. APPOINTMENT

- 1.1 The **Teacher Aide Design and Technology** is appointed by the Executive Principal, reports to the Teacher – Design & Technology, and is responsible to the Head of College.
- 1.2 The position is classified as a School Officer and will attract a salary in accordance with the Moreton Bay Boys' College Enterprise Agreement.

- 1.3 The role of the **Teacher Aide Design and Technology** in the College is focused on assisting and supporting the Design and Technology Teacher by setting up equipment, tools, materials prior to classes; constructing project examples; completing maintenance of stock and equipment; general cleaning tasks and assisting students with their work during classes.
- 1.4 The **Teacher Aide Design and Technology** is expected to support the College community (Head of College, staff, students and parents) in the continued promotion of the philosophy and Strategic Plan of the College. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

## **2. DUTIES**

- 2.1. Under the direction of the Design and Technology Teacher set up the workshop/classroom prior to demonstration of a lesson by the teacher or in preparation for students themselves to partake in a practical lesson.
- 2.2. Set out items required for a Technology class including planks of timber, hand tools, sheets of manufactured woods, machinery such as saws, drills, and moving machinery and equipment between workshops.
- 2.3. Assist the teacher in conducting some of their classes or practical demonstrations.
- 2.4. Complete preparation tasks for projects as requested by the Teacher.
- 2.5. Maintain to high standard the equipment, tools and machinery.
- 2.6. Complete basic cleaning tasks in the Design and Technology workshops.

## **REQUIREMENTS**

- Some experience in the woodworking and CAD/CAM such as laser cutters and 3D printers would be an advantage.
- As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Positive Notice Blue Card.

**Note** that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 1995*.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.