

MISSION HEIGHTS Junior College
LEARNING ASSISTANT (Technology)

POSITION DESCRIPTION

NAME:

POSITION: **Technology Learning Assistant, Fixed Term**

HOURS OF WORK: **8:30 am to 4 pm**

Terms of employment and remuneration as per the Support Staff Collective Agreement.

35 Hours per week, 7 hours per day, Term Time only.

RESPONSIBLE TO: **Principal, Technology Learning Area Liaison**

KEY TASKS

- To provide effective support to teachers and students in the technology area.
- To ensure that the technology learning environments, storeroom plant and equipment are maintained to a high and safe standard.
- Timely set up and preparation of equipment and materials as required by teachers.
- Timely ordering of materials as required by technology teachers.
- In class support in practical situations, as timetabled, or whenever requested by technology teachers.
- Supervise students in playground or buildings during interval and lunch times as assigned.
- The ability to support the school's D.E.E.P. (personalised learning) programme would be an advantage. This will include mentoring and supporting a group of students in an area of your interest and expertise for a maximum of one session per day.
- Establish positive, professional communication with students and teachers. Communicate information of concern to Senior Staff immediately.
- Maintain acceptable standards of behaviour, with consistent expectations.

- Seek clarification, guidance or assistance as necessary. Work cooperatively, sharing information and ideas with staff.
- Where appropriate, participate in and support school activities, these could include cultural, sporting, social and community activities.
- Adhere to the staff handbook guidelines re attendance, dress code, playground duties etc.

Technology Assistant _____

Principal _____

Date _____