Applications are invited for the position of:

Art, Design and Technology – Technical School Assistant

School Section: Senior School, Art Design & Technology Department, Red Hill Campus

Reports to: Head of Department

Employment Basis: □ Full-time    ☑ Ongoing
☑ Part-time    □ Non-ongoing

Monday to Thursday (0.8 FTE) Term-time only

Start Date: ASAP

Applications close: Friday, 2 June 2017 at 9:00am

About the School

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School is in the process of becoming fully co-educational. It educates boys from Pre-School to Year 12 and is currently extending its offering to girls, who have been educated in the Primary School since 1975 and who will now be represented across the range of School life by 2020.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation’s capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit CGS.ACT.EDU.AU/EMPLOYMENT

Further information about the School is available at CGS.ACT.EDU.AU

The Department

Canberra Grammar School has a well resourced and progressive Art, Design and Technology Department comprised of highly qualified and committed teaching professionals. Courses are offered across Years 7 to 12, including the International Baccalaureate and HSC. The Art, Design and Technology Department is committed to implementing digital design teaching methodologies across all year levels.

The vision of the Art, Design and Technology Department at CGS is to provide opportunities for students to develop the knowledge, skills and attitudes necessary to engage with a global creative community. Our facilities have been designed as a vibrant, contemporary and inspiring centre of innovation to engage students with the expressive potential of art and design practice.
The Role

ADT Technical Assistants are expected to provide effective support for students and teachers. The assistants work together and share responsibility to develop positive, respectful working relationships between themselves and the teaching staff and the students.

They are to follow guidelines established by the School to protect the safety and wellbeing of all user of the Design Centre, showing knowledge of Work, Health and Safety requirements. They share their knowledge and skills within the education community.

Duties:

Preparation for Lessons:
- Prepares materials for Practical Arts, Visual Arts and Design classes
- Workshop Machinery Maintenance:
  - Workshop and studio maintenance and repairs;
  - Minor workshop and studio modifications and works programs
  - MSDS data base for Design Art Technology Department;

Services to Students:
- Students during student lunch hours, after-school opening times, nominally Tue-Thu, or as directed by the Head of Department.
- Technical support with CAD/CAM manufacturing to staff and students.

Department
- Operating Departmental accounts; pay bills and provide balance statements; under supervision of the School’s Business Office, Accounts Payable;
- Purchasing materials and equipment, negotiating with suppliers as required;
- Purchase materials from local suppliers as required;

Miscellaneous
- On request, assists Director of the Gallery in exhibition preparation;
- Assists staff with setting up and taking down exhibitions;
- Special projects as directed by the Head of Department;
- Stocktake at the end of the year;
- May provide some help to staff in other Departments when appropriate and with the consent of the ADT Head of Department.

Terms and Conditions

This will be a part-time ongoing contract (0.8 FTE). Term-time only.

Classification and Salary:

In accordance with the Independent Schools NSW/ACT (Support and Operational Staff) Multi Enterprise Agreement 2017, depending on the qualifications and previous experience of the successful candidate, this position is classified as School Assistant Level 2. The salary will be pro-rated for working during term-time only and will be $53,320.
All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks, and all teachers at the School must have teacher registration, provisional registration or a permit to teach issued by the ACT Teacher Quality Institute prior to starting their employment.

Canberra Grammar School is a respondent to the Independent Schools NSW/ACT Standards Model (Support Staff) Multi Enterprise Agreement 2017. A copy of the Agreement is available from the Human Resources Manager.

Applications and Information

All applications must be submitted using the School's online application form, located on the job advert on CGS.ACT.EDU.AU.

For further information, please contact the Human Resources Office via:

- employment@canberragrammar.org.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia