



## **Technological and Applied Studies (TAS) Assistant**

*Permanent Part-time (7 hours per day)*

*Commencing Term 1, 2021*

William Clarke College is a P-12, independent, Anglican College and is committed to being a Christ-centred community that develops extraordinary learners with a passion to serve others. Established in 1988, the College is located in the heart of Kellyville, with an enrolment of approximately 1800 students.

The College is committed to enhancing the expertise of our staff, placing a strong focus on individual professional development and providing staff with leadership opportunities. We are a vibrant community that values passionate and committed teachers who engage and challenge their students as Extraordinary Learners to pursue exceptional growth in Christian Character, Enterprise Skills and Academic Mastery.

### **Role Summary**

As **Technological and Applied Studies (TAS) Assistant**, you will be responsible for providing support to the TAS Department. All duties are to be completed with a high degree of professionalism whilst actively supporting the strong Christian culture of the College. This is a Permanent Part-time role, Monday to Friday 8.00am to 3.30pm, on a term-time only basis.

### **Key Responsibilities**

- Prepare appropriate materials and equipment for lessons and/or units of work in consultation with TAS Teachers
- Support the TAS faculty in the delivery of Food Technology, Hospitality, Textiles and Agriculture
- Maintain stock of teaching supplies relating to Food Technology, Hospitality, Textiles and Agriculture

### **General Responsibilities** (include but are not limited to):

- Prepare teaching resources for staff and student access
- Assist teachers in the practical classroom as required
- Liaise with suppliers for the ordering and delivery of consumables and equipment
- Provide support for teachers in relation to safety and general practices during lessons
- Ensure safe control and operation of equipment and provide reports to Head of TAS
- Oversee regular maintenance of kitchens and equipment as directed by Head of TAS
- Monitor Work Health and Safety requirements in own area, notifying staff of concerns or changes
- Establish and maintain Material Safety Data Sheets (MSDS) for Work Health and Safety purposes
- Maintain digital records of orders, invoicing and payments for TAS resources
- Regular cleaning and sanitation of food preparation areas
- Safe food handling practices, stock rotation and quality control
- Laundry and waste removal

### **Skills / Knowledge / Attributes**

- A regularly practising member of a Christian Church
- An understanding of the nature of Food Technology and Hospitality and the implementation of practical activities in these areas
- Excellent organisational skills and high attention to detail



- Ability to work both autonomously and as part of a team, problem solve and take initiative to negotiate conflicting priorities
- Excellent communication skills; this role will require active communication with the Head of TAS, STEAM teaching team, assistants and students
- The ability to identify and implement processes or improvements to increase quality, safety and efficiency in the TAS faculty

**Qualifications / Experience**

- Minimum 3 – 5 years' experience in an equivalent or similar role
- Proficiency in use of IT based systems for stock ordering and calendar management
- Experience in the area of catering and food handling preferred but not essential (Food Safety Supervisor Certificate)
- Experience in agriculture and/or other areas of TAS welcomed

To apply for this role, submit your Cover Letter, CV and College Application form (**which must form part of your application**) to [employment@wcc.nsw.edu.au](mailto:employment@wcc.nsw.edu.au) by the closing date.

*William Clarke College is a child safe workplace; all successful candidates will be subject to a Working with Children Check prior to commencement.*

Applications for this role close **midday, Wednesday 4 November 2020**