

POSITION STATEMENT

CREATIVE ARTS & DESIGN TECHNICIAN (TEXTILES)

ROLE PURPOSE

The POSITION is responsible:

- To assist the Head of Department, teaching staff and technicians in the management of an efficient and functional Department and to ensure effective teaching and learning can occur.
- To manage textile supplies for classes and requires a working understanding of equipment and techniques, relating to textile project preparation.
- To maintain textile preparation classrooms.
- To assist foods teachers and technicians as required to prepare and maintain foods equipment and classrooms

KEY RESULT AREAS AND RESPONSIBILITY

KEY RESULT AREA: STOCK CONTROL & EQUIPMENT

- To coordinate the ordering, control and maintenance of stock and equipment necessary to complete set practical tasks.
- To maintain equipment in good working order to ensure safe and efficient use at all times.
- To liaise with service and goods providers to ensure equipment and stock is maintained to a high standard.

KEY RESULT AREA: LEARNING ENVIRONMENT MANAGEMENT

- To maintain classrooms and preparation areas in good working order to maximise efficiency.
- To prepare and set-up classrooms with all necessary materials for demonstration and practical classes.
- To assist the teacher in the delivery of planned education programs, and under teacher direction, implement individual or small group instruction or demonstrations.

- To organise and undertake the pack-up of equipment and materials at the end of practical lessons and the end of the day.

KEY RESULT AREA: MAINTENANCE OF TEXTILES AND DESIGN PREPARATION AREAS

- To maintain and clean textile preparation rooms including associated equipment on a regular basis. Cleaning and maintenance duties may include:
 - Basic servicing of machines and overlockers to ensure they are in good working order – set to correct settings, light working, needles are sharp, etc
 - Sewing equipment trolley is neat and tidy and stocked with the tools and equipment needed for classes
 - Tidying and dusting of sewing work benches around the room to ensure all sharps (pins, needles, scissors) are collected and put away
 - Cutting and student work tables tidied and wiped down
 - Store rooms and preparation areas are tidied, and all materials and equipment stored appropriately
- To ensure the appropriate laundered linen and aprons are folded and available when required in classrooms when necessary to complete set practical tasks.
- To assist in the maintenance and cleaning of the food preparation rooms and equipment on a regular basis. Cleaning and maintenance duties may include:
 - Wiping bench tops, stove tops, tables, sinks and desks
 - Wiping and tidying draws and cupboards
 - Ensuring that all equipment is available in each unit and the units are to a standard required for food preparation.

KEY RESULT AREA: COMMUNICATIONS

- To liaise with all staff in relation to their classroom needs to ensure departmental efficiency and effectiveness.

KEY RESULT AREA: ADMINISTRATION

- To support the Design Technology teachers with stock control, ordering of materials, and other administration support to assist in the smooth and efficient operation of the Design Technology classes.

KEY RESULT AREA: OTHER

- To attend excursions, on an as needed basis, to help with Duty of Care requirements and to provide additional help and expertise to students as required.

KEY RESULT AREA: SERVICE DELIVERY

- To provide a high level of service to all internal and external customers, including students, staff, parents and general community members. This encompasses:-
 - Ensuring a friendly, helpful and professional demeanour at all times.
 - Creating positive and open communications to deliver the best possible outcome.

- Ensuring systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continuously improve how things are done.
- Creating a reputation for reliability by fulfilling promises made.
- Providing a timely response in all service delivery interactions.
- Responding to a complaint as an opportunity for service improvement.
- Taking ownership of a customer problem; follow it through to resolution, and follow-up to confirm the problem is resolved to their satisfaction.

KEY RESPONSIBILITY: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

“Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury.” AISWA Duty of Care Policy 1105.doc.

KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College’s educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College’s needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.
- To understand that everyone *plays* a critical role in preventing any forms of *sexual harassment on campus*, not only for students, but of their colleagues as well. A safe and respectful environment starts with all staff understanding their duties and ensure that their colleagues feel safe, and recognise that they are supported, protected and understand the reporting options.

SELECTION CTITERIA

QUALIFICATIONS:

Essential:

- Year 12 completion or equivalent
- Current National Police Clearance, First Aid certificate, CPR certificate and Working with Children check
- Certificate III or IV in Clothing Industry Studies or equivalent experience

Desirable:

- Certificate IV in Training and Assessment

EXPERIENCE:

Essential

- Experience in stock control for textile classes
- Experience in the evaluation of quality and value of goods
- Excellent organisational and time management skills
- Familiarity of textiles technology equipment
- Sound textile handling and preparation experience
- Experience in maintaining textile preparation areas

Desirable:

- Sound food handling and preparation experience
- Experience in maintaining clean food preparation areas
- Knowledge of product design and supplier knowledge
- Experience in patterning making, yarn work and screen printing
- Experience in other materials design areas; such metals, wood.
- Knowledge of Occupational Health and Safety standards
- Previous experience working within a similar environment

SKILLS & ATTRIBUTES:

Essential:

- Ability and willingness to uphold and model the College's core shared values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy.
- Ability to organise and prepare equipment and to provide technical support to the department staff and programs
- Ability to maintain preparation and storage areas and equipment in accordance with relevant legislative requirements.
- Well-developed analytical and problem-solving skills
- Ability to prioritise tasks
- Computer competency
- Ability to work cooperatively and collaboratively as a member of a team
- Ability to foster and promote positive personal relationships with all stakeholders.
- Excellent interpersonal and communication skills.

Desirable

- A Class Driver's license

AUTHORISATION

Prepared by: People Services
Authorised by: Principal & Director of People Services
Approved by: Principal
Date: August 2025

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.

