MACKILLOP CATHOLIC COLLEGE
TEACHER ASSISTANT (MATERIAL DESIGN & TECHNOLOGY)

PURPOSE
Provide assistance to the teacher(s) by carrying out a wide range of teacher support tasks in the material design and technology learning area. May also provide support and assistance to students with behavioural issues.

KEY ACCOUNTABILITIES
The Teacher Assistant (MDT) reports to the Deputy Principal and Business Manager. The Teacher Assistant (MDT) is also accountable to the Principal.

RESPONSIBILITIES
- Maintenance of machinery, tools and materials.
- Care and organization of storage areas.
- Ordering and obtaining materials.
- Preparing materials for the teaching program.
- General cleaning of MDT rooms.
- Preparation of student work for display.
- Maintenance of display areas.
- Other minor construction jobs as required.
- Assist with working with individual students to support their specific areas of need in both individual and integration environments with the aim to increase learning opportunities.
- Reinforce appropriate behaviours in the classroom.
- Assist the Class Teacher in implementing an individual program or individual subject outcomes. This may include off-site activities with students.

WORK, HEALTH AND SAFETY REQUIREMENTS
As a staff member at MacKillop, irrespective of your position, the following expectations (read legal requirements) apply:

- Take reasonable care for your own safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Co-operate with any reasonable policy or procedure of MacKillop Catholic College in relation to health or safety at the workplace.

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- Attend and participate in any training or in-service seminars arranged by MacKillop Catholic College to support WHS objectives.

- Engage openly with MacKillop Catholic College personnel in any consultation on WHS issues, or information, brought to their attention, to assist MacKillop Catholic College meet its obligations under the Act.

- Assist with the completion of safety checks and WHS checklists as required.

- Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work.

**QUALIFICATIONS AND EXPERIENCE**

- Current drivers licence.
- Current working with vulnerable people check.
- Current national police check.