

Practical Learning Assistant

Position Information Document

Name	
Classification	Education Support Officer (ESO) Grade 4 Resources Stream
Commencement Date	Monday, 28 April 2025
Hours of work	30 to 37.5 hours per week, hours of work between 8am to 4pm per day Days of work will depend on negotiated hours 45 – 48 weeks of the school year
Salary	As per the current South Australian Catholic Schools Enterprise Agreement
Screening	Please note that the position is subject to ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment
Special Requirements	Additional hours of work may be required Perform any other duties as directed by the Principal

St Patrick's Technical College (SPTC) is unlike other schools – we are for young people deliberately seeking a different educational experience. We are here for students wanting to learn in the classroom, within the workplace and on the job, enabling them to kick start their real world learning. The College is a purpose-built trade College offering education, training and apprenticeship pathways to Year 10-12 students.

College Vision

To be at the forefront of vocational education, nurturing the next generation of industry leaders dedicated to shaping a better world.

College Mission

St Patrick's Technical College inspires students for success in their first career. Through a dynamic and innovative learning model grounded in Catholic social teaching and informed by industry, we create exceptional and work ready young adults.

College Values

As a Catholic Vocational College caring for young adults we live our story by

Welcome: Welcoming all to our learning community

Hope: Offering hope and a sense of purpose to all

Serve: Valuing and serving others

Respect: Respecting ourselves and our environments

Celebrate: Developing and celebrating each person's unique talents

Position Objective/Summary

The Practical Learning Assistant (PLA) will provide administrative, logistical and practical hands-on support to ensure an effective and safe learning environment for young adults, staff and contractors.

The PLA reports to the Head of Practical Learning and works under moderate direction within clearly stated objectives to support the effective and safe operation of the practical learning spaces within the College. In addition, the position provides assistance to the Facilities Supervisor with general maintenance of the College's grounds and facilities, and a variety of tasks to ensure the smooth operation of the College.

The PLA will work collaboratively with key staff and trainers to ensure the smooth, efficient operation of lessons, events, programs and related activities.

Practical Learning areas include:

- Automotive workshop
- Metals and Engineering workshops
- Building & Construction workshops
- Plumbing workshop
- Electrical workshop
- Commercial kitchen
- Hair & Beauty
- IT Lab
- Science Labs

Key Working Relationships

Responsible to the Principal

- Head of Practical Learning
- Facilities Supervisor
- Key Teachers and Trainers
- College Executive Leadership Team
- Staff
- Students, families and the wider community
- RTOs and their personnel
- Employers, Businesses, Industry Organisations & Networks
- Other Education Providers
- Other Relevant Stakeholders

Key Duties & Responsibilities

The Practical Learning Assistant's duties include, but are not limited to:

Practical Learning Support

- Liaise with key staff and trainers in relation to coordinating programs, resources and facilities to support operational and curriculum needs.
- Prepare, set up and pack-down equipment, materials, substances, chemicals and ingredients according to instructions and standard procedures to enable teachers, trainers and students to undertake practical activities.
- Develop, implement and maintain storage control measures for practical learning areas, to support the distribution, stock reconciliation records, reordering and safe disposal of resources, equipment and tools.
- Maintain and monitor equipment, appliances, machinery and tools, performing regular and required inspections, and liaising with contractors for required maintenance or repairs.
- Support the planning and scheduling of the learning spaces, ensuring the efficient allocation of mobile resources and tools.

- Develop and maintain all registers and records to ensure compliance with the College policies and regulatory requirements.
- Undertake authorised purchasing for the learning areas, and other College areas if requested, ensuring resources are available for curriculum and operational needs. Liaise with suppliers for quotes, orders and deliveries.
- Collect or receive, inspect and appropriately store all incoming orders, ensuring accountability for all resources.
- Assist with the evaluation and selection of equipment/resources, making recommendations for purchases to enhance the quality of learning spaces.
- Contribute significantly to the development of technical and operational procedures for the learning spaces.
- Ensure learning spaces and storage areas (e.g. shelves, racks, cool room) are safe, clean and orderly. Undertake necessary cleaning, adjustments, and liaise with cleaning staff as required.

Facilities and WHS Support

- Contribute to a strong WHS culture, by working as part of a team to lead the development and maintenance of best practice to improve risk management and compliance outcomes.
- Prepare, review and support the development of risk assessments and safe operating procedures for tasks, events, activities, equipment and tools used in learning spaces.
- Support WHS audit processes to ensure compliance with College policies and regulatory requirements.
- Conduct inductions of new staff and trainers regarding safety protocols and procedures in learning spaces.
- Support College sustainability programs, including waste management, resource conservation and eco-friendly practices in practical learning areas.
- Support the Facilities Supervisor in undertaking a variety of tasks in maintaining College facilities, equipment and grounds, as well as in setting up and packing down events and activities.
- Monitor safety and security measures, including acting as a backup for opening and closing the College.
- Provide additional support during practical lessons, ensuring safety and efficiency in practical learning environments.

Other requirements

- Actively participate in College activities/events, staff/team meetings, required training and/or professional development and professional reviews.
- Undertake other duties as required/directed by the Principal (or delegate).

Qualifications and Experience

It is expected that the Practical Learning Assistant at St Patrick's Technical College (SPTC) will have:

- Diploma (or equivalent), relevant Trade Qualification and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings (RHAN -EC)
- Hold a current First Aid Qualification suitable for working in a school environment.

Person Specification

It is expected that staff at SPTC will:

- Be self-motivated, resilient and able to work productively in a complex environment as an effective and positive team member.
- Demonstrate the ability to work and communicate effectively within a team.
- Show a willingness to uphold and contribute to the culture and ethos of our Catholic College.
- Implement positive and supportive practices.
- Possess excellent interpersonal and communication skills (verbal and written) with a proven ability to build positive relationships.
- Exhibit high level organisational and time management skills, effectively prioritising tasks, being proactive and able to work under pressure to meet required timelines.
- Demonstrate the ability to work under moderate supervision, take responsibility for role outcomes and show significant initiative and responsibility to support College outcomes.
- Demonstrate a high level of confidentiality, trust, integrity and work ethic.
- Demonstrate proficient computer skills, knowledge and experience, with particular expertise in the Microsoft Office suite.
- Effectively deal with unexpected situations or emergencies.
- Actively commit to ongoing professional learning and development.

Professional Responsibilities

It is expected staff at SPTC will:

- Have a commitment to participate in activities that both support and develop the College's Catholic ethos and that of the Catholic Church.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Understand and adhere to the requirements of the Privacy Act.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Support and implement College policies and procedures.
- Support the educational life of students.
- Ensure confidential information is handled appropriately.
- Attend meetings of staff as required.
- Understand Vocational Education and Training and the apprenticeship system.
- Accept delegated responsibilities.
- Be able to demonstrate an understanding and commitment to principles of social justice and equity.
- Undertake WHS qualifications and training modules as required.
- Obtain relevant certifications or registrations required for the performance of the role.

Work Health and Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

**“WE ARE
UNIQUE”**

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

Please Note: This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.