WAGGA WAGGA CHRISTIAN COLLEGE
FORWARD IN FAITH

POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

POSITION TITLE: Technological & Applied Studies (TAS) Assistant (2 days per week)

EMPLOYMENT CLASSIFICATION:	School Support Services
REPORTS TO:	Learning Teacher - Technology Head of Secondary School Principal
POSITIONS REPORTING TO THIS ROLE:	NIL
AGREEMENT/AWARD:	Christian Schools NSW (Support & Operational) Staff Multi-Enterprise Agreement 2023
COMMENCEMENT LEVEL:	Level 3 Step 1 – School Support Service

THE ROLE

Wagga Wagga Christian College is seeking a Technological & Applied Studies Assistant to support the TAS Department.

The position assists TAS teachers with the preparation of materials, maintenance and organisation of workshop, kitchen and agriculture facilities, management of equipment and resources, and implementation of workplace health and safety procedures. The role contributes to a safe, orderly and supportive learning environment in which students can participate in practical learning experiences. Experience in workshop, kitchen and/or agriculture is desired but not essential.

Core Requirements:

The TAS Assistant must demonstrate that at a minimum they:

- Are a committed Christian, who supports the College's Statement of Faith
- Have an active commitment to a bible-based church
- Have a current Working With Children Check
- First Aid qualified (this role requires completion of a current first aid certificate) or willingness to undertake this.
- Conduct themselves in a manner in keeping with the College Code of Conduct, modelling Christian maturity to the College community

Responsibilities:

- Assist TAS teachers with the preparation and organisation of food, materials, stockfeed, tools, equipment and resources for practical lessons.
- Prepare food ingredients, materials and equipment for student projects and assessment tasks as directed by Learning Leader - TAS.
- Assist with the setup and pack-up of practical activities and maintain an orderly workshop, kitchen and agriculture environment.
- Support teachers with the organisation and storage of student projects and completed work.
- Assist with the day-to-day operation of TAS workshops, classrooms, kitchens and associated facilities.
- Work alongside teachers to provide additional support during lessons.
- Maintain, clean and organise tools, cooking equipment, machinery, equipment and workshop resources.
- Monitor stock levels of materials and consumables and advise the Learning Leader - TAS when replenishment is required.
- Assist with receiving, storing and distributing materials and deliveries.
- Identify damaged, faulty or unsafe equipment and report issues promptly.
- Undertake routine maintenance of tools and equipment within the employee's training, competence and authorisation.
- Demonstrated organisational skills and the ability to maintain clean, orderly and safe work areas.
- Ability to work collaboratively with teachers and other staff members.
- Distribute lesson materials and equipment to students.
- Administer first aid when required within the guidelines of the College Health Care policy and procedures.
- Assist in the preparation, storing and clearing away of teaching equipment and materials.

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Sunday 15 November 2026.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description.

Signed _____ Dated _____/_____/_