Pittwater House

POSITION DESCRIPTION

TITLE	TAS Teaching Assistant
REPORTS TO	Principal via Deputy Principal
	Coordinator of TAS
PERIOD OF EMPLOYMENT	Full time – commencing Term 2, 2026
	Term Time only – 38 weeks

POSITION OVERVIEW

Liaison with

1. Deputy Principal
2. Business Manager
3. Faculty Coordinator
4. TAS Teachers
5. WHS

Philosophy

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other educational institutions. Differentiating between the genders and understanding the needs of each student is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st-century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public, your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

Child Protection

Pittwater House is a child safe environment. The safety, protection and well-being of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and well-being of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including the National Principles for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or upon request.

The role

The TAS Assistant provides operational and administrative support to the TAS Faculty, with particular responsibility for food technology kitchens, workshops, textiles rooms, and associated classroom spaces. The role ensures that all learning environments are well-resourced, compliant with safety standards, and prepared for practical teaching activities.

Conditions of employment

The terms and conditions of employment are according to the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025*. The position holds the classification of a Classroom Support Level 4.2.

Hours of duty

The TAS Teaching Assistant is a full time, term time only position (totalling 38 weeks per year). Hours on campus will be 8.00 am – 4.00 pm. Staff Professional Development Days are counted as term time and these will be used either in Professional Development or in preparation, which will be directed by the Coordinator of TAS.

Responsibilities of this role include:

1. Faculty and Administrative Support

- Proactively liaise with TAS teachers to identify resource and preparation needs.
- Provide timely support to teaching staff for practical lessons and classroom activities.
- Source items for purchase, ensuring best value for money.
- Ensure budget holder approval is obtained prior to placing orders.
- Purchase items using appropriate procurement methods depending on supplier requirements.
- Verify goods received against purchase orders, delivery dockets, and invoices.
- Forward receipts to Accounts Payable and ensure appropriate digital documentation is completed.
- Forward delivery tracking information for larger deliveries to Campus Support.
- Perform general administrative duties including photocopying, printing, laminating, scanning, and online ordering.
- Report any WHS concerns to appropriate staff and follow up as required.
- Perform additional duties as directed by the Coordinator of TAS.

2. Food Services (Food Technology & Catering Support)

Food Lesson Preparation

- Prepare ingredients, materials, and equipment for daily lessons in consultation with teaching staff and curriculum requirements.
- Prepare trays and materials for demonstrations and practical lessons.
- Assist with classroom setup and pack-down for food practical lessons.
- Ensure food preparation equipment is cleaned, labelled, and used in compliance with food safety standards.

Food Procurement and Stock Control

- Maintain effective food stock control procedures, including regular stocktakes.
- Monitor stock levels to minimise waste and ensure freshness.

Food Storage and Compliance

- Ensure all food is stored in accordance with safe food handling standards, including:
  - Correct packaging and storage of meat
  - Appropriate wrapping and storage of perishable goods
  - Clear labelling of all food items
  - Monitoring and adherence to use-by and expiry dates
  - Safe storage of staple and dry goods
- Monitor and record fridge and freezer temperatures to ensure compliance with food safety regulations.
- Check fridges and freezers for cleanliness and food deterioration.
- Safely dispose of excess or expired food in accordance with food safety guidelines.
- Ensure all relevant food handling legislation, procedures, and school guidelines are followed and remain current.

Hygiene, Food Safety and WHS (Food Areas)

- Adhere to all hygiene, WHS, and safe food handling regulations at all times.
- Prevent cross-contamination through safe storage, preparation, cleaning, and spill management practices.
- Ensure safe freezing, refrigeration, and storage procedures are followed.
- Maintain high standards of cleanliness in kitchens and associated food teaching spaces.
- Perform end-of-day safety and security checks in food preparation areas.

Function and Event Catering

- Assist with function catering as required.
- Additional hours will only be undertaken if agreed in advance with the Deputy Principal.

3. Equipment and Workshop Support (Food and Non-Food Areas)

- Regularly inspect equipment and report faults to the Coordinator of Workshop Safety in accordance with established procedures.
- Ensure equipment and workstations in TAS areas are clean, functional, and fit for use.
- Store tools and materials safely to minimise risk of incidents or accidents.
- Assist in preparation of materials for Design & Technology and Textiles practical lessons.
- Conduct termly inventory checks of equipment, tools, and materials across TAS workrooms in collaboration with teaching staff.
- Use tools and equipment as required to assist with DT and Textiles lesson preparation.

4. Cleaning and Maintenance (General TAS Areas)

- Undertake periodic cleaning and organising duties including laser machines, 3D printers, benches, cupboards, appliances, sinks, tiles, shelves, and workstations as directed by the Head of T
- Conduct spot cleaning as required.
- Maintain tidy storerooms and preparation areas in collaboration with teaching staff.
- Prepare TAS-related laundry items for laundering as required.
- Ensure all TAS classrooms and preparation areas are secure, clean, and ready for use at the end of each day.

5. Practical Lesson and Faculty Support

- Assist teachers with the setup and pack-down of practical activities when requested.
- Support cleaning and reset procedures following practical lessons when requested.
- Provide manual handling assistance for equipment and materials in accordance with WHS guidelines.
- Assist teaching staff in the Aggregation plot to cultivate edible produce for syllabus use.
- Support the scheduling of laser cutting and 3D printing jobs for staff and students.
- Ensure all TAS classrooms are organised for the start of each term.

Key Competencies and Requirements

- Knowledge of food safety and safe food handling practices.
- Understanding of WHS/OHS requirements within educational settings.
- Strong organisational and time management skills.
- High level interpersonal skills and ability to work collaboratively.
- Attention to detail in stock control and compliance processes.
- Ability to forward plan and manage competing priorities.
- Excellent written and verbal communication skills.
- High level of initiative and ability to work independently.
- Honesty, integrity, and confidentiality.
- Computer literacy.
- Ability to follow relevant food handling procedures and school policies.
- Working with Children Check clearance or willingness to obtain one.
- Previous experience in a similar role is desirable.

The TAS teaching Assistant may be required to maintain a degree of flexibility in working hours from time to time, as required for the position and may also be required to assist and relieve in other positions from time to time. The school reserves the right to modify the position to meet its operating needs.

Workplace Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

Performance:

The successful applicant will be reviewed in accordance with performance expectations of the role and the School's Code of Conduct.