



ROLE DESCRIPTION TAS FACULTY ASSISTANT

Position Title:	TAS Faculty Assistant	Contract Type:	Permanent Term Time
Section:	Senior School	Reports to:	TAS Faculty Leader
Supervises:	Not Applicable	Salary:	As per 2025 Professional and Operational Staff MEA

PURPOSE OF POSITION

The TAS Faculty Assistant works as part of the TAS team to assist the TAS Faculty Leader and other staff with the delivery of practical food lessons, basic preparation of textiles materials, and preparation of timber materials for students in Senior School.

ROLE DESCRIPTION

This position offers a wonderful opportunity for an enthusiastic, and highly motivated individual to join the TAS Faculty. The main responsibilities of the TAS Faculty Assistant will include maintaining the Hospitality and Food Technology classrooms, food ordering, assisting in classes as well as assisting other staff with events around the College. You will also provide basic preparation of timber materials, including measuring marking, cutting and sanding, where the employee is trained and authorised. It is expected that the TAS Faculty Assistant will be an active Christian who is involved in a local Church.

The College is distinctive in the Community for its;

- Education within a Christian framework
- Pride in belonging, a commitment to service and a desire to succeed

RESPONSIBILITIES

Maintenance and service of Hospitality Kitchen (E2) and Food Technology Room (F3)

- Set-up food requirements for all practical classes in reference to the teaching timetable
- Organise and maintain contents of cupboards and pantries, ensuring use by dates are current
- Organise and maintain contents of fridges and freezers
- Maintain equipment used in the Hospitality and Food Technology Classrooms

- Maintain hygiene of the kitchen bays in both rooms, including cleaning equipment supplies and ovens
- Understand and comply with the College's/TAS WH&S procedures and report issues directly to the TAS Faculty Leader, College Property Team and WHS Working Party as appropriate
- Maintain the Chemical Register for both Classrooms
- Wash aprons and tea towels daily using College cleaning facilities

Food Ordering

- In consultation with Food/Hospitality Teaching Staff, purchase ingredients in a timely manner for all practical classes
- Maintain a computer database of all recipes and ingredients used by TAS staff
- Reduce waste by rotating food items according to use by and expiry dates
- Purchase quality cheaper ingredients where possible and within budget
- Maintain list/contact details of suppliers
- Check purchases against invoices and allocate to relevant practical classes for billing purposes
- Provide documentation of purchases for accounting purposes

Assistance

- Provide assistance to Hospitality and Food technology classes according to the relevant timetable
- Washing and drying sports uniforms, sickbay sheets and tablecloths as directed
- Cleaning, maintaining and restocking of the College's mobile coffee machines
- Assist staff on College events where appropriate

REQUIREMENTS

- Actively support, especially by personal example, and encourage others to support the Christian vision, mission, aims and ethos of the College.
- Attend College activities, functions and events, including those held outside of College hours (unless excused by the Principal), particularly those activities, functions and events involving or related to any student/s connected to each teacher's respective area of teaching and involvement.
- Actively support the College leadership and assist with developing unity, respect and collegiality throughout the College community, by exercising discernment, confidentiality and a consistently positive attitude.
- Implement the Staff Code of Conduct and Child Protection Policy.
- Promote, through words and actions, harmonious and co-operative relationships among staff, students and parents/caregivers.
- Exemplify consistent integrity and professional characteristics such as high levels of application, diligence, organisation, communication and teamwork.
- Demonstrate good interpersonal skills and a willingness to engage with people in order to develop strong involvement and ownership.
- Ensure personal understanding of College policies and procedures and implement them as appropriate, including adherence to policies and procedures documented in the Staff Handbook and relevant Section Handbook (such as the Staff dress code).
- Display flexibility and the capacity to handle change, especially should other responsibilities need to be undertaken.
- Ensure currency of Working With Children Check employment clearance with the Office of the Children's Guardian and provide proof of renewal as required.

QUALIFICATIONS and SKILLS REQUIRED

- Proven organisational skills
- Working With Children Check Employment Clearance currency
- First Aid currency (at *Provide First Aid* level)
- Punctuality, reliability and flexibility
- Initiative and problem-solving skills
- Good physical fitness and no physical ailments, or details of any relevant illness/injury disclosed on Application for Employment form.
- Competency in Microsoft Office applications and web-based applications (e.g. Office 365, SharePoint)

ADDITIONAL INFORMATION

Child Safety

Richard Johnson Anglican College is committed to child safety. All staff must comply with applicable Child Protection legislation and ensure that the College's Child Safe policy, procedures, and programs are at the forefront of all our activities and interactions. As such, all staff must satisfy Child Protection screening, adhere to the College's Child Safe Policy and Code of Conduct, and complete training as directed.

Work, Health & Safety

Richard Johnson Anglican College is committed to the safety, health, and wellbeing of staff and students (including visitors and contractors who attend the College site). Staff members are to prioritise the health and safety of themselves and others to support a safe working and learning environment. Staff must understand the College's WHS policies and procedures, including Emergency Response practices, and complete training as directed.

Spiritual Wellbeing

As a Christian community, staff are to prioritise and participate in staff devotions, which are currently held on Monday, Wednesday and Friday mornings at 8:05am. All staff members are privileged to lead devotions as outlined by a roster.

Performance Measures

An annual Performance Review is undertaken with the TAS Faculty Leader to review and set goals and expectations.

Award

This role is remunerated in accordance with the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

This position description is subject to change based on College requirements. All appointments at Richard Johnson Anglican College are subject to Child Protection Legislation. Richard Johnson Anglican College is a member of the Anglican Schools Corporation (ASC).