



LA SALLE COLLEGE

ROLE DESCRIPTION

Home Economics Assistant

ACCOUNTABLE TO:	Leader of Learning – Technologies
LEARNING AREA:	Home Economics
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Home Economics Assistant is responsible for supporting student learning within the College by providing efficient support to teachers within the Home Economics learning area.

The Home Economics Assistant is flexible and provides support where and when required within the role. They build constructive and respectful relationships with all members of our community and supports the Catholic Identity of the College. In addition to their day to day duties, the Home Economics Assistant undertakes other duties as directed by the Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.3 Seeks or maintains Accreditation to Work consistent with Catholic Education Commission Western Australia (CECWA) policy

2.0 TEACHING AND LEARNING

- 2.1 Assists staff and students to properly care for the equipment and machinery in the Home Economics rooms
- 2.2 Ensures the Preparation Room is maintained in a clean and orderly manner
- 2.3 Ensures workbenches in the Textiles and Childcare rooms are wiped and cleaned
- 2.4 Completes the Daily Requirements for Home Economics classes
- 2.5 Follows and adheres to College and Home Economics classroom policies
- 2.6 Proactively prepares resources for classes as directed by classroom teachers
- 2.7 Provides support and guidance to students with end of lesson clean-up
- 2.8 Assists in classroom activities for Home Economics classes
- 2.9 Cleans the Home Economics rooms at the end of each term
- 2.10 Collates food orders throughout the week and collates food shop through the electronic database provided
- 2.11 Undertake shopping each week and sources specialty items when required
- 2.12 Purchases stock for student use in Home Economics classes
- 2.13 Assists with the Annual stock-take of all equipment and supplies
- 2.14 Assist with the preparation and clean-up for College events, e.g. Open Day, and general school catering
- 2.15 Ensures laundry from kitchens is washed regularly
- 2.16 Regularly check equipment and machinery to ensure it is maintained at a high standard by students

3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Builds and maintains strong professional working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience
- 3.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.3 Contributes to developing a College environment that is welcoming, hospitable, life-giving and just.

SELECTION CRITERIA

The individual appointed to the position of Home Economics Assistant must have:

- A clear commitment to the objectives and ethos of Catholic Education
- Previous experience in a similar role
- Familiarity or experience with sewing machines and/or food preparation
- The ability to maintain confidentiality at all times
- A high level of initiative and ability to achieve results
- Excellent communication and team-working skills
- Strongly developed interpersonal and communication skills
- Understanding of risk management principles
- Demonstrated a high level of organisational ability and initiative, including the capacity to set priorities and work to deadlines
- Demonstrated commitment to contributing to a positive and constructive team environment
- Proficiency in Microsoft Office suite
- Ability to work effectively in a busy environment
- A Working with Children Check and Nationally Coordinated Criminal History Check
- Progression towards or Accreditation to Work in a Catholic School

DOCUMENT CONTROL

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