

ITD Teacher Aide – role requirements

**** Woodworking understanding and skills are essential.
Metalworking understanding and skills are desired. ****

Helping in workshop classes (demonstrate and safely assist students to use a broad range of workshop equipment).

- Tool Familiarity: Using different tools & machinery safely (proper techniques, following teacher direction).
- Supporting students: Demonstrating; providing individual assistance; ensuring students work safely (equipment use, material-handling, lifting, storage etc.); when/how to intervene.
- Safety: Understanding safe work practices; monitoring student safety (including appropriate safety gear); modelling safe practices.
- Risk Assessment: Identifying potential hazards (loose clothing, clutter, improper tool use, dangerous behaviour etc.); alerting teachers to issues.
- Emergency Procedures: Using emergency equipment to provide immediate assistance; alerting teachers to incidents.

Commonly used equipment:

- Hand tools: Tennon saw, hacksaw, chisel, plane, marking out tool, hammer, cordless drill, snips, scribe, square, centre punch.
- Machinery: Drill press (forstner/spade/twist drill bits), sanders (disc, belt, drum and bobbin), thicknesser, band saw, compound mitre saw, radial arm saw, table saw, router table, hand router, welders (MIG, TIG, & stick), lathe, mill, pan brake, guillotine, grinder bench, angle grinder.

Workshop and materials maintenance (safe maintenance of woodwork/metalwork equipment and workspaces):

- Ordering and preparing workshop resources (eg. Timber)
- Technical Proficiency: Practical maintenance of common tools, software, and equipment. Troubleshooting problems/assisting teachers.
- Communication Skills: Reporting procedures for problems. Communicating with staff and students about workshop matters.
- Organisational Skills: Tracking/record-keeping of workshop schedules, WH&S requirements, maintenance logs and logistics.
- Problem Solving: Tracking/record-keeping of workshop schedules, WH&S requirements, maintenance logs and logistics.