



Job Description

Position	Terms of employment	Responsible to
Textile Technician Position	Support Staff in Schools Collective Agreement	TIC Textiles/Office Manager
Central Beliefs		
<ul style="list-style-type: none"> • The Lincoln Tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do. • We are all Life Long Learners (everyone is capable of learning) • We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand. • The personal development in using ICT's is essential as the tools are used widely throughout the school. 		
Employment Status		
<ul style="list-style-type: none"> • Permanent position, school term time only • Part time over 2 days/week: <ul style="list-style-type: none"> ○ Starting at 7 hours/week ○ Reducing to 5 hours per week from the start of Semester 2, 2021 (from 28 June 2021) 		
Key Descriptors of a Textile Technician at Lincoln High School		
Professional Responsibilities	<p>The Textile Technician's Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Checking sewing machines and over lockers and maintaining them in good working order. • Regularly check all other classroom equipment to make sure it is maintained and in good order. • Provide assistance to teaching staff in the department with students. • Provide assistance to teaching staff in the department by doing photocopying, resource preparation 	

	<p>and end of lesson checks.</p> <ul style="list-style-type: none"> • Collate and order supplies as needed. • Deliver and collect equipment that needs outside servicing, maintenance and repairs. • Maintain classrooms to a high standard. • Help in the Department where needed. • Other tasks at the reasonable request of the HOLA Technology and/or Principal. 	
Personal Attributes/Competencies	<ul style="list-style-type: none"> • Be able to sew to a competent level. • Be able to maintain and do minor sewing machine and over locker repairs. • Be well organised. • Full Drivers' licence. • Independent and resourceful work habits. • Able to manage time and prioritize. • Able to develop new skills from other members of staff or professional development as required. • Able to liaise with teachers. • Able to work in a professional manner around students. • Able to use Microsoft Office Suite, embroidery software and other digital machinery however training will be provided as required. 	
Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility. 	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> • To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility. • To attend professional development and training courses as provided or funded by school. 	
Relationships, Attributes, Community	<p>To establish a positive working relationship with pupils, parents, teachers and colleagues</p> <ul style="list-style-type: none"> • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School. • Is a strong and supportive 'team player' with great communication skills • Confidence to work autonomously or within a team environment • Demonstrates initiative and resourcefulness • Has a friendly and approachable manner 	

	<ul style="list-style-type: none"> • Contributes to the corporate life of the school by maintaining LHS standards and expectations • Maintains positive interaction with all stakeholders • Be loyal to the departments, school and fellow staff • Maintain a high standard of professional conduct at all times • Maintain effective working relationships with colleagues through open communication • Contribute positively to the life of the school and community <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none"> • Maintains confidentiality at all times. • Communicates issues or concerns relating to employment to Principal. 	
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Signed (Employee): _____

Date: _____

Signed (Employer): _____

Date: _____