



YARRA VALLEY G R A M M A R

POSITION DESCRIPTION

Position Title:	Art, Design and Technology Technician
Reports to:	Head of Art, Design and Technology
Section:	Art, Design and Technology
Date:	February 2026

Primary Purpose

The Art, Design and Technology Technician supports staff and students in practical woodwork and textiles classes. The role ensures learning spaces are safe, organised and well prepared, supporting effective delivery of practical projects.

The Art, Design and Technology Technician is expected to display the School's vision, in relation to Public Relations and Customer Service, in all dealings with external clients and organisations and within the School.

Position in Context

The Art, Design and Technology Technician is responsible to the Head of Art, Design and Technology who in turn reports to the Principal. The Principal is the Chief Executive Officer of the organisation and is accountable to the School Board of Directors for the management and operation of the School consistent with educational objectives, plans and policies approved by the Board of Directors.

Freedom to Act / Autonomy

The incumbent has a reasonable amount of autonomy in day to day operations for supporting the Art, Design and Technology Department

Key Responsibilities

1. Workshop and Classroom Support
2. Student Learning Support
3. General Department Duties

1. Workshop and Classroom Support

- Support teachers in the delivery of practical projects, including assisting during lessons and resolving technical issues.
- Prepare, set up and pack away tools, machinery, materials and equipment.
- Support with the use of 3D printers and laser cutters.
- Maintain and service equipment, including woodworking tools and machinery, sewing machines and overlockers.
- Keep workshop spaces clean, safe and ready for use.

2. Student Learning Support

- Provide practical support to students in general woodwork and textiles classes.
- Supervise and demonstrate the safe use of tools and machinery, under teacher direction.
- Assist students to problem-solve and complete practical tasks safely.

3. General Department Duties

- Promote safe work practices at all times.
- Assist with displays, exhibitions and student showcases.
- Attend meetings and relevant professional learning.
- Assist in the day-to-day running of the Art, Design and Technology Department.

Competencies Required

- Experience with workshop and/or textiles equipment.
- Understanding of safe workshop practices. Safe Use of Machinery certification is an advantage, however training is available.
- Experience with, or willingness to learn, 3D printing and laser cutting.
- Ability to work confidently with students and as part of a team.
- Strong organisation and attention to detail.
- Willingness to learn and take initiative.
- Working With Children Check and National Police Check required.

Key Contacts

Internal

Art, Design & Technology Department staff
Teaching staff
Corporate Services Manager
Students

External

Suppliers

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.