

## Job Description

<b>Job Title</b>	<b>Design Assistant</b>
<b>Department</b>	Secondary School
<b>Position Overview</b>	The major function of the LIS Design Assistant is to provide support by undertaking various non-teaching duties associated with the efficient and effective running of classes in the Design department. The Design Assistant is directly responsible to the Design Leader of Learning and is part of the support staff team.
<b>Key Expectations</b>	<ul style="list-style-type: none"> <li>● <u>Child Protection</u> <ul style="list-style-type: none"> <li>○ All LIS employees are responsible for the safeguarding of children and must perform duties in accordance with the LIS Code of Conduct.</li> </ul> </li> <li>● <u>Data Protection</u> <ul style="list-style-type: none"> <li>○ All LIS employees are expected to comply with existing laws and abide by the data protection principles</li> <li>○ It is an expectation that All LIS employees must be committed to ensuring the security and protection of the personal information that the organisation processes, and to provide a compliant and consistent approach to data protection.</li> </ul> </li> <li>● <u>Essential Agreements</u> <ul style="list-style-type: none"> <li>○ All Employees are expected to adopt and maintain a clear understanding of the, Schools Vision, Mission, Values and Parameters and embed these in all day-to-day practices and professional conduct.</li> <li>○ All Employees must abide by the school's policies, procedures, handbooks, employment contracts and/or other agreements (<i>as applicable</i>).</li> </ul> </li> <li>● <u>Professional Growth Plans (PGP)</u> <ul style="list-style-type: none"> <li>○ All LIS employees are expected to engage in continuous improvement through learning and development and to submit an annual PGP.</li> </ul> </li> </ul>
<b>Duties and Responsibilities</b>	<p>The following description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position.</p> <ul style="list-style-type: none"> <li>● Help to maintain a tidy and safe working environment</li> <li>● Supporting learning in all practical lessons as required.</li> <li>● Prepare stock for school projects including cutting and sizing of materials.</li> <li>● Basic maintenance of machines.</li> <li>● Maintenance of hand tools.</li> <li>● Ensuring tools, materials, projects returned and stored in designated areas.</li> <li>● Receiving and checking deliveries for LIS Design department.</li> <li>● Maintaining stock of consumable items.</li> <li>● Assist the teaching staff in maintaining a safe working environment.</li> </ul>

<p><b>Knowledge, Skills and Competencies</b></p>	<p>It is expected that candidates for this position will be highly qualified. Characteristics of the ideal person for this position would include:</p> <ul style="list-style-type: none"> <li>● Knowledge of relevant tools, machines and materials.</li> <li>● Ability to undertake simple repairs to equipment.</li> <li>● Ability to impart knowledge and skills to students.</li> <li>● Organisational skills including the ability to prioritise.</li> <li>● Well-developed interpersonal skills.</li> <li>● Ability to work collaboratively in a collegial environment.</li> <li>● Willingness to uphold the values and mission of the school.</li> <li>● Competency in working with machines portable power tools.</li> <li>● A concern for the safety of students and staff is of paramount importance.</li> </ul>
<p><b>Qualifications and Experience</b></p>	<ul style="list-style-type: none"> <li>● The successful candidate will have work experience in a related field</li> <li>● Fluent Portuguese and working knowledge of English.</li> </ul>

*The above is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the School reserves the right to revise the job to reflect changes in the organisation. The employee will undertake such other requirements as are necessary for the support of the Department and Luanda International School.*