



Faith Lutheran College

Agriculture Assistant

POSITION: Agriculture Assistant

COMMENCEMENT: Monday, January 22nd, 2018

RESPONSIBLE TO: Learning Area Coordinator Agriculture, Head of Staff

DIRECT: Learning Area Coordinator Agriculture

AWARD CLASSIFICATION: Grade 3 Level 1

WORKING PERIOD: 30 hours per week (4 day week), 48 weeks per year

TENURE: 3 Years subject to a successful probationary period

POSITION PURPOSE: To work as part of a team assisting the Agriculture Learning Area of the College.

KEY RELATIONSHIPS: Learning Coordinator Agriculture, Grounds & Maintenance staff

QUALIFICATIONS: Relevant course or practical experience

ROLE DESCRIPTION: The role of the Agriculture Assistant is to contribute to the efficient and effective operation of the agricultural curriculum, by providing a high level of agricultural systems support to teachers and Learning Area Coordinator. They will ensure that the agricultural field study sites, animals, crops, machinery and equipment used by the College are maintained to a functional, secure and safe standard. They will also contribute to the preparation of school field projects, exhibits and agricultural demonstrations as part of the general school activities. Occasional weekend rostering for livestock checking will be required. This would mean about 30 minutes per weekend when rostered on.

SKILLS AND EXPERIENCE:

Personal Skills and Abilities

Personal Skills & Abilities

- Organizational and time management skills
- Work with Staff and College Executive to maintain and develop a strong Christian ethos within the College.
- An ability to take initiative, for example to report faults or safety issues that require additional assistance by an appropriately qualified person.
- An ability to work cooperatively.
- An ability to establish effective working relationships with staff.
- An ability to communicate both orally and in writing.

Knowledge

- A sound understanding of agriculture services including preparation and maintenance of livestock feeds, vegetable and garden plots and land for Agricultural Studies faculty.
- A broad knowledge and understanding of the upkeep and utilisation of farming machinery, including Tractors, Front-end Loader, Chemical Spray Equipment, Forklift Truck, Winery Equipment (press pumps and crusher) and Hammer Mill.
- A good knowledge of fence maintenance, watering and irrigation systems, weed spraying and the spraying of vines and fruit trees.
- A good understanding of Workplace, Health and Safety requirements. This would include maintaining an organised and safe workplace environment, carrying-out regular tool and equipment safety checks and using safe practices at all times.
- A sound understanding of composting and recycling opportunities..
- A good understanding of rodent and pest control and plant disease.

Preferred Skills and Experience

- Experience in general agriculture husbandry.
- Experience in general grounds upkeep.
- Experience in working in a team and following direction.

Key Results Area (KRA)

1. General Agriculture Husbandry.
2. Professional Development.
3. Resource Management.
4. Communication

KRA 1: General Agriculture Husbandry.

Responsibilities and Duties	Key Performance Indicators
<ol style="list-style-type: none">1. Agricultural Services.2. Farm machinery and equipment.3. Safety Issues.	<ol style="list-style-type: none">1. Evidence that the land, vegetable plots and livestock are in a healthy state ready for agricultural study and classroom programs.2. Assist with general grounds upkeep.3. Evidence that fencing, irrigation and vineyards are well maintained.4. Well maintained farming machinery with indication of correct usage and application.5. Evidence that work is conducted at all times in a safe manner, demonstrating a sound understanding of safe practices and that safety gear is appropriately worn as required.

KRA 2: Professional Development

Responsibilities and Duties	Key Performance Indicators
<ol style="list-style-type: none">1. In conjunction with the Agriculture Learning Area Coordinator and Head of Staff, ensure that appropriate professional development opportunities are attended.	<ol style="list-style-type: none">1. PD opportunities attended and qualifications maintained.

KRA 3: Resource Management

Responsibilities and Duties	Key Performance Indicators
<ol style="list-style-type: none">1. Identify where resources maybe lacking in order to fulfil job responsibly and safely.2. Assist Community Relations with wine orders.	<ol style="list-style-type: none">1. Adequate resources are cited.2. Handle wine orders/delivery for Community Relations.

KRA 4: Communication

Responsibilities and Duties	Key Performance Indicators
<ol style="list-style-type: none">1. Ensure effective communication and collaboration between staff within the Agriculture Learning Area.	<ol style="list-style-type: none">1. Agriculture staff work collaboratively as a team.2. Promptly advise Agriculture Learning Area Coordinator or Business Manager of any potential health and safety hazard.