

ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

Art Support Officer



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| Our Mission: | To provide a Christian environment for each student and staff member to develop their God-given abilities for LIFE and community. |
| College Department: | Curriculum |
| Position Title: | Art Support Officer |
| Position Classification: | Lutheran Schools Officer Grade 1 |
| Tenure: | 1 Year Fixed Term Contract |
| Hours of Work: | 7 hours per week over 40 weeks per year |
| Working Relationships: | <ul style="list-style-type: none"> • Responsible to the Principal • Takes direction from the Business Manager and/or relevant teaching staff • Day to day supervision from the Visual Arts Learning Leader • Professional interaction with all students, staff, parents, volunteers, visitors & suppliers of Endeavour College |
| Special Conditions: | This position is covered by the Lutheran Schools Association Enterprise Agreement |

ROLE DESCRIPTION

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| Summary |
| The primary responsibility of the Art Support Officer is to provide support to teachers and students, and assist in the general functioning of the Arts learning area. |

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| Use of Knowledge, Skills, & Problem Solving |
| Demonstrate a basic operational knowledge in a moderate range of areas. Holds basic technical knowledge, and applies a defined range of skills to a limited range of predictable problems consistent with their training. |

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| Control, Authority, Judgement, & Decision-Making |
| Perform a range of tasks using judgement where choices are from a limited and known range of options. |

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| Responsibility & Accountability |
| Take limited responsibility for determining methods and procedures required to achieve specified outcomes. |

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| Statement of Key Outcomes & Associated Activities |
| <p>The position encompasses key outcomes which have been collectively accommodated within associated activities under the following key outcomes, and include but are not limited to:</p> <p>Art Preparation and Assistance</p> <p>Assist and support teaching staff with the preparation of classes by:</p> <ul style="list-style-type: none"> • Checking availability of, arranging, and collecting materials and resources • Wedging and rolling of clay, glazing and firing ceramics • Assisting in the framing, naming, and preparation of student work for rotating exhibiting around the College • Assisting in the set up and take down of exhibition displays for specific events • Basic administrative support (copying of worksheets etc.) • Assist with photography of student work and upload to the common drive • Support the Arts faculty involvement in Major Productions |

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Resource Management

- Assist with care, maintenance, rotation, cataloguing, ordering, and distribution of materials
- Maintain standard operating procedures and job safety analysis sheets under the direction of the Visual Arts Learning Leader
- Assist to keep classrooms, storeroom, and preparation areas clean and tidy
- Clean equipment and label storage compartments appropriately
- Maintain general protective equipment and/or clothing
- Unpack, check, and label new stock and equipment
- Identify and report issues with equipment and facilities as required

Other Duties

- Actively model behaviours that reflect the College ethos, & contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including those relating to non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing Deep, the Lutheran Education leadership and formation framework, to your role at the College
- Any other duties as required

EMPLOYEE SPECIFICATION

Education & Qualifications

Essential

- Completion of SACE Certificate (or equivalent)
- Current clearance to work with children (DCSI clearance or Working With Children Check (WWCC))
- Current Mandatory Notification Training Certificate

Desirable

- Working towards relevant qualifications (i.e. Fine Arts, Design etc.) (highly desirable)
- Current First Aid Training Certificate (highly desirable)

Experience & Knowledge

Essential

- Demonstrated experience and ability to establish effective working relationships as part of a team
- Knowledge of and experience using information technology relevant to the role
- Passionate about working with, and supporting young people on their journey through secondary education, particularly in art and dramatic activities

Desirable

- Knowledge and experience using a wide range of art mediums (highly desirable)
- Some experience and/or ability to use equipment or machinery to assist in building art props and sets

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| Personal Skills, Abilities & Aptitude |
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| <p>Essential</p> <ul style="list-style-type: none"> • A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things • Strong interpersonal and communication skills (oral and written), enabling effective interaction with both adults and students • Ability to work as an effective team member • Ability to document and monitor administrative procedures • Ability to grow and learn in the application of artistic skills to achieve student outcomes • Demonstrated ability to accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals • Manage confidential information with discretion and integrity <p>Desirable</p> <ul style="list-style-type: none"> • A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students (highly desirable) |

PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities.

| KPI Area | Identified KPI |
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| Art Preparation, Assistance & Resource Management | <ul style="list-style-type: none"> • Provides efficient assistance and support for classroom art preparation, and display. • Provides efficient assistance and support for art materials and resource management. |
| Support | <ul style="list-style-type: none"> • Demonstrates a basic operational and technical knowledge in a moderate range of areas. • Applies a defined range of skills to a limited range of predictable problems consistent with their experience and training. • Performs a range of tasks using judgement where choices are from a limited and known range of options. • Takes some responsibility for determining methods and procedures required to achieve specified outcomes. • Work is completed in a timely manner, and performed to a quality standard. • Engages effectively, and works collaboratively across Endeavour College to support the provision of a high performing secondary learning environment. • Is approachable and responds appropriately to queries and feedback. |
| Community Engagement | <ul style="list-style-type: none"> • Engages positively in College community and activities. • Models the expected behaviours and professional expectations of staff at Endeavour College. • Models the Christian ethos of the College, supporting and encouraging the Endeavour Way values. • Shows an understanding of Restorative Practices in their interactions with the broader college community. |