Job Description

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith**, **integrity**, **boldness**, **growth** and **service**.

- **Faith**: The Christian faith undergirds all the College's activities
- **Integrity**: The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness**: Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth**: College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service**: College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Arts Assistant

Responsible to: Head of Learning Area

Job Purpose: This is a technical hands-on position supporting the Head of Arts with the smooth running of the Learning Area. The Arts Assistant provides support to the whole Arts learning area, encompassing Visual Arts, Drama, Dance, Music and Media/Photography, through the preparation of materials, management of resources, ordering of materials, the support of events and general administration.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Maintain, organise and prepare equipment and materials to provide technical support to the Visual Art and Department staff and programs.

General Duties

1. Provide in-class support, one-to-one tuition and demonstrations to students to assist teaching staff in achieving the outcomes of the art syllabus.
2. Advise teaching staff and students on appropriate materials and processes to meet or extend student art practices.
3. Care and management of physical spaces, equipment and materials, in the arts areas .
4. Attend and provide support for select excursions, incursions and events.

5. Coordinate and support student entries into art competitions.
6. Manage the safe firing and maintenance of the school kiln and all associated ceramic related tools and products.
7. Administer the expenditure of the budget via the ordering process, providing regular reports to Heads of Learning Area.
8. Acquire, procure, store, maintain and dispose of consumable and non-consumable art materials, tools and equipment.
9. Purchase stock from identified suppliers and ensure cost efficiency and high-quality products.
10. Undertake general clerical duties including Editing articles and documents, provide proof reading support.
11. Safeguard and promote the wellbeing of students by exercising appropriate duty of care responsibilities and adhering to all child protection, safeguarding, and professional conduct policies and procedures.
12. To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.
13. Attend OSH meetings as an OSH committee member.
14. Liaise with maintenance staff and cleaners.
15. Undertake any other reasonable duties as required by Head of Learning Area.

Selection Criteria

Qualifications:

Essential

- Experience in Art Practice or Art Education (or equivalent)
- Current Working with Children check (WWC) and National Police Clearance. (or willingness / ability to secure one)

Desirable

- Relevant TAFE or University qualification

Experience:

Essential

- Experience in one or more related fields of Art practice

Desirable

- Maintenance of budget
- Prior experience in a similar role

Skills/Attributes:

Essential

- Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
- Ability to maintain Visual Art and Department preparation and storage areas, equipment and chemicals in accordance with relevant legislative requirements.
- Principles of risk management and knowledge of OH&S Regulations
- Ability to prioritise tasks

- Demonstrate flexibility and adapt to fluidity of classroom needs across Arts subjects (Music, Drama, Dance, Media/ Photography and Visual Arts)
- Organisational and creative skills in overseeing aspects of props and costumes in school performances
- Physical ability in moving instruments, equipment and props
- Computer competency
- Ensuring systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continuously improve how things are done.
- Ability to work cooperatively and collaboratively as a member of a team
- Excellent interpersonal and communication skills and ability to contribute to a positive work culture amongst staff
- Be professional in all dealings with students, parents and the broader community
- Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills

Desirable

- A Class Driver's licence
- Knowledge of sewing skills and ability to use the sewing machine.
- Ability to enter data for weekly music lessons (data entry in SEQTA and familiarity highly regarded)
- First aid procedures and practices
- Principles of risk management and knowledge of OH&S Regulations
- Creative flair for prop making craft (sewing/ textile skills)
- Knowledge of Music, instruments, contemporary band setup

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online Employment Application Form on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's Statement of Faith and Staff Code of conduct is a pre-requisite.