

## 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 and Media/Photography in the preparation of materials, management of resources, ordering of materials 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.

### General Duties

1. To provide assistance to teaching staff in preparation for classes
2. To source, purchase and prepare materials and equipment for use in lessons
3. To maintain equipment, materials, facilities in the arts areas in good condition
4. To **provide assistance to staff and students** during lessons
5. Attend excursions
6. Have a technical and creative frame of mind and the ability to resolve various issues
7. Edit articles and documents, provide proof reading support

8. Have a responsibility and duty of care to safeguard and promote the welfare of pupils. Be aware of the systems within the school which support safeguarding and act in accordance with the Child Protection policy and Code of Conduct.
9. Attend OSH meetings as an OSH committee member.
10. Liaise with maintenance staff and cleaners
11. Undertake any other reasonable duties as required by Head of Learning Area

## Selection Criteria

### Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. Actively contribute to the objectives and standards of the Learning Area as a team member.
3. Demonstrate flexibility and adapt to fluidity of classroom needs across Arts subjects (Music, Drama, Dance, Media/ Photography and Visual Arts)
4. Knowledge of sewing skills and ability to use the sewing machine.
5. Ongoing desire to learn new skills and knowledge within the Arts area
6. Physical ability in moving instruments and required equipment, skills in working with clay, moving props
7. Organisational and creative skills in overseeing aspects of props and costumes in school performances
8. Ability to enter data for weekly music lessons (data entry in SEQTA familiarity highly regarded)
9. Outstanding interpersonal skills and the ability to contribute to a positive work culture amongst staff
10. Be professional in all dealings with students, parents and the broader community
11. Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills

### Desirable

1. Knowledge of Music, instruments, contemporary band setup
2. Creative flair for prop making, craft (sewing/ textile skills)
3. Familiarity with art supplies, ordering processes
4. First aid procedures and practices
5. Principles of risk management and knowledge of OH&S Regulations
6. Maintenance requirements for equipment in the Learning area

## 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.