

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Primary Art Assistant
Campus:	Wantirna South
Employment Status:	FTE 0.364
Reports Directly to:	Head of Primary

Role

The Primary Art Assistant provides general assistance of a supportive nature for teaching staff as directed.

Ministry Specifications

Responsibilities

- Gathering materials
- Preparing for Activities (cutting paper, sorting resources in trays, squeezing out paint, filling water pots etc.)
- Setting up tables for Art lesson (name tags, class sets, newspapers)
- Putting up displays in classroom
- Putting frames up outside classrooms (changed each year for new classes)
- Cleaning up after art activities (equipment & spills, make sure benches are clean, sweeping etc.)
- When required: photocopying, laminating and photographing selected Art work
- Mount art work for framing
- Checking on stock levels to make sure we have enough of everything
- Collecting packages from office
- Overseeing deliveries of Art Supplies (Collating, ticking off checklists etc.)
- Helping students in the classroom
- Keeping storeroom clean and tidy
- Sorting/stacking artwork in/out from racks
- Filing of Artwork for future reference
- Delivering of Art work to classrooms (from frames, walls, or work left behind)
- Delivery of Art books for Library stocktake at end of year
- Update records of MSDS sheets
- Wash handtowels when required
- Being aware of students with special needs (Anaphylaxis, Diabetics, etc.)
- Other jobs as required by the Art teacher
- Other duties as directed by the Head of Campus and/or Head of Schools

Professional Duties

- Model exemplary classroom practice when supporting students
- Promote the general progress and well-being of individual students, and of any group of

students assigned

- Participate in school wide activities wherever necessary e.g. lunch/recess student supervision, student monitoring, etc.
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Assistants

- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings and in house professional development activities
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee
- Undertake Yard Duties as required
- Attendance at School Concerts, Presentation Nights