

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description - Art Assistant ~

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| Title | Art Assistant |
| Appointed by | The Executive Principal |
| Responsible to | Faculty Coordinator - Art/Technology |

Overview

It is the Art Assistant's role to work as the one who would be genuinely passionate about the Visual Arts and has strong creative skills. They should share the mission of supporting students' growth—not only as artists, but as individuals made in the image of God along with the main areas outlined below.

General Expectations

Teamwork within the Organisation

As a team player in this organisation, the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do
- Reflects a community in which Christian love and concern are woven into the task of learning and teamwork
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition, be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- You will be required to ensure that you:
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - Work positively towards the success of School activities and traditions
 - Help maintain a positive and enthusiastic work environment
 - Support the ethos that the school requires
 - Are aware of your membership in the Christian community and respect and support the directions of the school through the leadership of the Board and the Principal
 - Participate in Performance Management processes to ensure you continue developing your skills
 - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students

Provide an example to all by:

- Setting a Godly example for staff, parents and students through professional practice, manner, relationships and general lifestyle.

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- Being familiar with and supportive of the values and ethos of the school.
- Exemplifying Christian character and belief as a support person to the school's leaders and as someone who represents the school publicly.
- Using appropriate and proper channels of communication.

Position Responsibilities

The Art Assistant is required to carry out the following duties and responsibilities:

Practical Support:

This would be hands-on help with the day-to-day functioning of the art rooms, including:

- Preparing materials for lessons ahead of time (cutting paper, pouring paints, prepping clay, setting up stations)
- Mounting and labelling student work
- Creating and rotating displays in classrooms and shared spaces
- Cleaning and organising materials and workspaces to improve functionality
- Helping in certain lessons that require extra supervision or technical help — such as clay work or printmaking — as a general classroom assistant
- Loading and unloading the kiln
- Organising art cupboards and storage areas to make them more functional for staff and students-
- Supporting special projects and events like Art Days, Art Shows, Art for Music Celebration, Art for the Christian Thinkers Symposium, workshops or exhibitions

NB: This role requires some flexibility as hours may alter according to timetabling of classes

Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values

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- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above).
- Contribution towards the development of distinctively Christ-centered workplace culture.
- Maintaining appropriate confidentiality and professionalism in carrying out the role.
- Upholding the dignity of the position.

Required Skills, experience and capacity

- Experience in a similar role desirable
- Ability to be reliable, organised, and comfortable working both independently and collaboratively alongside teachers and students
- A flexible, can-do attitude and a genuine enthusiasm for supporting students' artistic learning.
- Ability to relate to students of various ages
- Confidence to supervise and assist students
- Demonstrated Christian character and role model qualities
- Able to provide satisfactory Working with Children Checks