



Visual Arts Assistant

Marist-Sion College Warragul

Position Description

Position Information	
Classification Level and Category	Level 2, Category C – Education Support Employee under the DOSCEL Schools and Secretariat Agreement 2022
Strategic Pillar and Organisational Strand	Learning and Teaching
Team Membership	Learning Area Team
Reports to	Learning Leader – Visual Arts
Our College	
Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion. Our mission is to provide an innovative education which integrates faith, learning and life in a welcoming community. Our vision is that students experience an education where they are known and loved, grow as life-long learners, and live as active citizens inspired by the principles of Catholic Social Teaching.	
Position Objective	
The Visual Arts Assistant is a valued member of the Learning and Teaching team, providing practical, administrative and creative support to ensure the effective delivery of the College’s Visual Arts program. This role combines strong organisational and hands-on skills with a genuine enthusiasm for the visual arts, supporting teachers and students in creating a vibrant, engaging and well-resourced learning environment. The Visual Arts Assistant assists with lesson preparation, maintenance of classrooms and storerooms, and coordination of art materials, displays and events. Working closely with the Learning Leader – Visual Arts and subject teachers, the Visual Arts Assistant contributes to a positive and inspiring learning atmosphere that fosters creativity, collaboration and artistic growth across the College community. <i>“Everyone’s talents and involvement are needed” (Pope Francis – Laudato Si’ 14)</i>	

Capabilities and Responsibilities

Teaching and Learning Support	• Assist teachers and Learning Leaders in coordinating and delivering Visual Arts programs that support student learning and engagement. • Prepare materials, equipment, and learning spaces for classes, workshops, and co-curricular activities. • Support students during lessons, fostering participation, creativity, and skill development. • Perform tasks including classroom and storeroom maintenance, class preparations for all classes • Support the Visual Arts Program with the Subject Teacher/Learning Leader to meet the goals of the program for the students • Provide assistance to the programs (curricular and cocurricular programs) by working with the students and supporting their participation in the program. • Room maintenance such as cleaning and storage. • Administration including maintaining stock levels and ordering. • Assist with College events. • General and ad hoc tasks as requested by the Learning Leader – Visual Arts.
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Selection Criteria	
Catholic Identity	• Ability to promote and uphold the Catholic Identity of the College.
Skills and Attributes	• Strong attention to detail, organisation, and time management skills, with the ability to meet deadlines in a dynamic learning environment. • Understanding of art studio practices, including the safe use, preparation, and maintenance of materials, tools, and equipment. • Ability to manage art supplies, stock control, and ordering processes to ensure efficient operation of the Visual Arts Department. • Proficiency in digital platforms and software relevant to the visual arts (e.g., Adobe Creative Suite, Microsoft Office, or similar). • Excellent interpersonal and communication skills, with the ability to support students and collaborate effectively with teaching staff. • Initiative, flexibility, and enthusiasm for contributing to team projects and continuous improvement within the Arts Faculty. • A passion for visual arts education and a genuine desire to support the creative growth of students.
Education and Experience	• Certificate III or IV in Visual Arts, Education Support, or equivalent experience. • Strong practical knowledge of art materials, studio processes, and safe handling of tools and equipment. • Ability to prepare, maintain, and organise art resources, displays, and learning spaces to support engaging student experiences. • Proficiency in basic digital design tools and Microsoft Office; experience with photography or digital media an advantage. • Demonstrated ability to work collaboratively with teaching staff and students, maintaining a creative, organised, and safe learning environment.
Child Safety	• Experience working with children. • Commitment to and understanding of child protection and child safety issues in schools. • Demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Demonstrated understanding of Mandatory Reporting.
Last Updated	October 2025