

POSITION DESCRIPTION

Arts Assistant

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the
fullness of life”
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Subject Teacher will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Subject Teacher will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

PURPOSE OF POSITION

At John Paul College, the role of the Arts Assistant is to provide technical and logistical support to the school's technology and arts classroom teachers. The Arts Assistant will be responsible for maintaining the workshops and classrooms, ordering supplies, preparing materials and equipment for practical classes and supporting classroom teachers in practical classes. The Arts Assistant is responsible to and reports to the Learning Area Leader: Performing and Visual Arts.

The Arts Assistant is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The Arts Assistant will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

As a member of the staff, the Arts Assistant exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The Arts Assistant gives witness to gospel values in all aspects of their work.

AREAS OF RESPONSIBILITIES

- Working with arts teachers to provide technical and practical support with the preparation and clearing away for practical classes.
- Maintaining equipment supplies, including the safe handling and storage of perishables.
- Other duties as directed.

SPECIFIC RESPONSIBILITIES

VCD

- Preparation for VCD classes Years 7-12.
- Printing of student work Years 8-12 including wide-format printing.
- Assisting with 3D printing/laser printing.
- Ordering of materials for VCD classes.
- Assist with class when required.

Studio/Art

- Preparation for practical classes including setting up equipment and materials.
- Cleaning of equipment and materials from practical classes.
- Ordering of materials for art classes.
- Assist with classes when required.

Media

- Preparation for media classes Years 8-12.
- Printing of student work Years 8-12.
- Checking all media equipment on a regular basis.
- Ensuring camera batteries and lights are charged.
- Ordering materials when needed.
- Coordinating the loaning of items to students (VCE Only).
- Collaboration with teachers and students on daily basis.

Music

- Receive deliveries of music equipment.
- Assisting with the setup and break down of music equipment when required.
- Restringing guitars (classical, electric, and bass).
- Tuning drumkits and replacing heads.
- Checking and replacing drum hardware (cymbal sleeves & felts, hi-hat clutches and bass drum pedals).
- Coordinating instrument and amp repairs.
- Organising piano tuning.
- Maintaining all music stands to ensure they are in good working order.
- Purchasing easily broken and lost music equipment such as drumsticks, guitar strings, capos and guitar picks.
- Arranging for the disposal of unsalvageable or unusable musical equipment.

Arts Night/Music Performances

- Assist in organising and preparing the visual arts foyer.
- Help with technical requirements for performances, including organising equipment and assisting with rehearsals.

Drama/Dance

- Organise and maintain the costume and prop rooms.
- Prepare class resources for teachers as required.

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

The position holder will be required to demonstrate:

- Effective interpersonal communication skills with staff, students and external organisations.
- Strong organisational skills and the ability to prioritise tasks.
- Willingness and ability to work in a flexible manner within a team environment.
- Valid First aid training.
- Willingness to support the Catholic ethos of the College and its mission to educate young people.
- A commitment to and knowledge of child safety policies and procedures.
- Punctuality and reliability.
- Trustworthiness and honesty.
- Proficiency in Adobe Creative Suite, Sketchup and Flash Print.
- A demonstrated understanding and commitment to child safety
- Demonstrated ability to work with others towards a common goal

REPORTING RELATIONSHIPS

REPORTS TO: Learning Area Leader

ASSOCIATED RELATIONSHIPS: Principal, Deputy Principals, Heads of Learning (7-9) and (10-12), Heads of Students (7-9) and (10-12), Director of College Organisation and other positions as appropriate

POSITION CLASSIFICATION

Fixed term position	Start date:	16 June 2026	PART TIME	Monday and Friday
	Finish date:	26 January 2027	0.4 FTE	8.00am – 4.06pm
This role is classified as an 'Education Support Employee' with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended.				
Must hold valid <i>Working with Children check</i> (employee) and provide a current National Criminal Check				

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.