



Position Description:	ARTS FACULTY ASSISTANT	
Level / Grade of Position:	Junior & Secondary Assistant to Arts Faculty Classroom Support Services (Grade 1, Level 1.3)	
Employment Category:	Negotiable (approximately 6 hours per week/casual)	
Reports to:	Head of Faculty: Arts & Technologies	
Prepared by:	Candice Thornton	Date: February 2024

Position Framework

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

Purpose of the Position

To provide assistance to Arts teachers, outside of teaching and student-focus tasks.

Specific Activities and Duties

- Ordering materials / liaising with suppliers
- Sourcing materials
- Shopping
- Unpacking orders
- Tidying and organising storerooms
- General tidying of the Art facilities (pack up at conclusion of classes is done by the student and teacher)
- Stocktaking
- Framing artworks
- Organising displays
- Preparing materials for classes
- Maintaining cameras
- Loading and unloading kiln
- Organising applications to art competitions
- Setting up for events (E.g. Open Day, Arts Nights)
- Ordering or picking up supplies for special classes



- Managing paper supplies
- Organising faculty storerooms
- Media assistance (e.g. photographs and coordinating articles for Churinga/Newssheet that may be written by students)
- Assist with preparations of props for school productions, if required

Person Specification

Education and Experience

- Experience with, or appreciation of, art/artistic mediums (desired)
- Experience with young people/children (desired)
- Current Working with Children Check (required)

Skills & Attributes

The successful candidate would:

- Be proactive in living out their faith values
- Have an appreciation of various forms of art
- Be highly organised and adaptable
- Be able to locate, organise and prepare resources for upcoming class lessons
- Have the ability to see a need and respond to it
- Be able to order, tidy and clean
- Enthusiastic and team player

School Expectations

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.



Scope of the Position

Number of People Managed or Supervised: Nil

Annual Budget Expenditure Responsibility: Nil

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students		✓		
Parents				
Teaching Staff	✓			
Administration Staff			✓	
Building / Grounds Staff			✓	
Principal / Heads of Site			✓	
Business Manager			✓	
Board Members				
External Suppliers			✓	
Compliance Bodies				
Other				

Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected



to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.