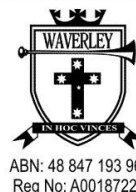


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Secondary Art Assistant
Campus: Wantirna South
Employment Status: Approx. FTE 0.6-0.8
Reports Directly To: Art and Design Team Leader

Role:

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

Responsibilities:

- Provision of general assistance of a supportive nature for teaching staff as directed
- Assisting with the collection, preparation and distribution of teaching aids and materials
- Maintaining, collecting and distributing stock and equipment
- Assisting teachers with care of students
- Ensuring the classroom is properly cleaned and maintained
- Purchasing supplies as directed
- Ordering supplies and materials including annual stocktake
- Responsible for safe storage, handling and disposal of hazardous or toxic substances
- Provision of technical assistance and advice as requested
- Comply with all chemical and laboratory regulations and Occupational Health & Safety requirements
- Framing of student artwork and maintaining of art design faculty display
- Assisting teachers in the preparation, installation and pack down of annual Art Exhibitions
- Provision of technical assistance with 3D Printer such as; maintenance, printing of student files.
- Return of student artwork
- To assist students with activities as directed by the classroom teacher, such as Art Club
- To participate in other duties as directed by the Head of Secondary

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 (such as Art Club), student monitoring, etc.
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Learning Support Assistants / Assistants

- 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 to the Bursar and Property Manager 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
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concert, Sporting Events, Presentation Night and annual Art Exhibition