



POSITION DESCRIPTION

Position: Employee Assisting Student Learning – Creative Arts

Status: Part time, Term time

Classification: SO Level 3

Date: December 2017

Purpose of Position:

Under the limited supervision of the Head of Department provides support services to The Creative Arts program of the school.

Key Characteristics:

These include the ability to:

- Communicates effectively with staff and students in a way that upholds the dignity of the individual and contributes to the Mission of the College.
- Demonstrates a capacity for self organisation and an ability to respond and adapt while operating in an environment that is often demanding and busy.
- Demonstrates tolerance and patience, a capacity for tact and discretion and an ability to maintain confidentiality.
- Applies knowledge with depth in some areas and utilises a broad range of skills.
- Exercises some discretion and judgement in selection of equipment, products and organisation of support services.
- Completes a range of roles and tasks in a variety of contexts with some complexity required in the extent and choice of actions required
- Works within routines, methods and procedures

Supervision:

Work will be carried out under the limited supervision of the Head of Department. Teachers of The Arts will clarify expected outcomes of support services related to their area.

Supervision of Others:

- Peer assistance may be provided to others
- Supervision of subordinate staff does not apply

Qualifications:

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience deemed by the employer as necessary to successfully carry out the duties of the position.

Typical Duties

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Prepare materials and equipment for The Arts programs acting on the direction of teaching staff
- Assist student learning, under the supervision of a teacher, either individually or in groups, where some discretion and judgement is required
- Under direction and within existing routines, methods and procedures, maintains the hygiene and appropriate organisation of the Visual Art, Drama and Music work areas
- Support students in relation to their physical needs within and outside the classroom where some discretion and judgement are required
- Provide administration support as required

Specific Duties

- Maintains a stock register of all consumable and non-consumable goods in the The Arts subjects
- Liaises with the Head of The Arts about requirements for Visual Art, Drama and Music classes
- Purchases items and equipment as required under the limited supervision of the Head of The Arts in accordance with the College Purchasing Policy
- Checks materials and equipment on arrival and processes and stores according to College procedures
- Prepares stations and materials for Visual Art, Drama and Music classes
- Assists with demonstrations to students under the limited supervision of the teaching staff
- Assists with student learning in the classroom using some discretion and judgement according to the learning needs of students, under the supervision of a teacher
- Ensures that the The Arts stations and equipment are clean and properly maintained
- Provides supervision of students as required under the limited supervision of the teacher or the Head of Department and within existing routines, methods and procedures