



POSITION DESCRIPTION

Position: Employee Assisting Student Learning – Creative Arts

Status: Part time, Term time

Classification: SO Level 3

Date: March 2022

Purpose of Position:

Under the limited supervision of the Head of Department provide support and assistance to Teachers of Art, Music, Drama by preparing resources for class work, functions and events and assisting with the supervision of students during class.

Knowledge Application:

Demonstrated knowledge of a range of work practices and procedures with an element of complexity and the operation of associated equipment, tools and machinery.

Accountability:

Accountable for the setting of own priorities on a day to day and weekly basis, managing competing priorities, the achievement of own results with required timeframes and compliance with set procedures. Responsible for providing advice to other employees on procedural and less technical issues related to the immediate work area and identifying and managing risks that affect day to day tasks.

Scope and Complexity:

Work is straightforward and relates to a broad range of tasks

Problems faced may have some complexity yet are broadly similar to past problems

Solutions generally can be found in documented precedents, or in organisational guidelines, procedures and/or instruction, though these may require some interpretation and application of judgement.

Guidance:

Works under limited supervision to progress a series of activities within recognised guidelines

There is a clear statement of overall objectives and in consultation with Supervisor decides on tasks and activities to be undertaken and required deadlines.

Work follows well defined and detailed policies, technical or professional guidelines and accepted practise to achieve specific outcomes. There is some discretion to vary or tailor these.

Some judgement is required to resolve workplace issues with supervision provided for complex or difficult issues.

Decision Making:

Administrative and operational decisions chosen from a range of established alternatives within defined parameters and following established procedures and protocols

Decisions are likely to impact the work area or specific function. Information or incidental services are provided which are of use to other decision makers.

Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

Problem Solving:

Work generally involves straightforward, well defined tasks.

Problems are similar and are generally solved by reference to clear procedures and past-experience, or by referral to others.

Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.

Creating and making minor changes to standard procedures and methods may be necessary.

Contacts and Relationships:

Liaise with stakeholders/others, deliver specific services and assist to resolve straight forward matters.

Apply standard procedures to meet requirements and offer assistance to solve problems.

Deliver an effective customer service and provide quality, accurate and consistent advice.

Represent the work area at internal meetings.

Negotiation and Co-operation:

There is no requirement to negotiate as the position is largely related to the exchange of information on straightforward matters.

Information is generally not contentious and therefore does not involve debate but may require an element of interpretation or persuasion.

Management Responsibility/Resource Accountability:

No supervisory responsibility and is generally responsible for own work

Accountable for effective use of own resources

Typical Duties

Typical duties performed include, but are not limited to:

- Maintain a stock register of all consumable and non-consumable goods in the The Arts subjects
- Liaise with the Head of The Arts about requirements for Visual Art, Drama and Music classes
- Purchase items and equipment as required under the limited supervision of the Head of Department in accordance with the College Purchasing Policy
- Check materials and equipment on arrival and processes and stores according to College procedures
- Assist with demonstrations to students under the limited supervision of the teaching staff
- Assist with student learning in the classroom using some discretion and judgement according to the learning needs of students, under the supervision of a teacher
- Supervise small groups of students under the limited supervision of the teacher
- Prepare stations and materials for Visual Art, Drama and Music classes
- Ensure activity stations and equipment are clean and properly maintained
- Order supplies, sourcing local or Australian product from reliable and economical suppliers
- Support teacher and students in practical lessons as directed by classroom teacher
- Maintain the organisation of and cleanliness in storage areas, classroom spaces, including outdoor Art area
- Perform a general tidy of classroom space at the end of activities as required
- Undertake a "deep clean" of storage areas, floors, walls, shelving and equipment at the end of each Semester
- Monitoring the performance of plant and equipment in the Art House and arrange for regular servicing in accordance with College procedures
- Conduct annual equipment stock takes and proposing replacement items for Annual Budget development
- Identify maintenance issues and report to maintenance in a timely manner according to WHS policies.
- Maintain and update the MSDS records on all chemicals stored in the Art House
- Prepare lesson resources as requested by the teacher
- Perform general duties required for firing the Kiln
- Rewrite/refine notes taken to produce emails and letters on behalf of the Supervisor
- Edit drafts supplied by colleagues to ensure compliance with College style guide
- Design and produce documents which present information in a professional manner

- Maintain electronic and paper-based filing system for student paperwork
- Communicate effectively with staff and students in a way that upholds the dignity of the individual and contributes to the Mission of the College
- draw upon knowledge of the individuals to present information and raise issues in ways which encourage co-operation and understanding
- Use listening skills and knowledge of past interactions with staff and students in order to assess their expectations and arrange for them to be fulfilled
- Maintain confidentiality in all aspects of the role

Desirable Qualifications:

- Bus licence (LR) or the desire and ability to obtain such

Desirable Experience:

- General skills with Microsoft office, Word, Excel, PowerPoint & Outlook
- A skill set in Arts, could include the main fine art areas and design