



## *Art Assistant*

### *Position Description*

<b>Position Title:</b>	<b>Art Assistant</b>
<b>Reporting To:</b>	<b>Art Teachers (Work Requirements)</b> <b>Business Manager (Employment Conditions)</b>
<b>Employment Status:</b>	<b>Part Time (FTE 0.5, Term time only)</b>
<b>Commencement:</b>	<b>Term 1, 2018</b>
<b>Performance Review Period:</b>	<b>6 months</b>

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### *Purpose of the position*

The Art Assistant will provide support to art teachers setting up and packing away materials and equipment used in art lessons. During lessons you will assist students in line with instructions given by the teachers.

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### *Key Responsibilities*

- Setting up and cleaning up art rooms before and after lessons
- Help maintain a clean and tidy classroom
- Assist students understanding instructions and art concepts during lessons
- Take an interest in student learning
- Maintaining stock levels of supplies
- Assist with the set-up of art exhibitions

### **Other Tasks/Requirements**

- Attend and participate in morning staff devotions and staff meetings
- Attend out of school hours events as required

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### *Key Selection Criteria*

- Good organisational skills
- Good knowledge of art processes and materials
- Able to multi-task; be productive, focused, and flexible in a creative and busy environment
- Ability to take direction from teachers as well as take initiative and being proactive
- Physically capable of completing tasks – lifting, walking, standing
- Profess a Christian faith and regularly attend church
- Ability to work collaboratively with College Staff

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## *Personal Characteristics*

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose
- Able to model Christ in all aspects of work and in relationships within the College community
- Demonstrate a pleasant and professional manner
- Ability to work independently and as an effective team member
- Ability to prioritise work schedule and meet agreed deadlines
- Readily adjusts to changes in the work environment

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## *Employment Conditions*

- Part-time work, approximately 2.5 days per week during school term time, with additional time as required
- Salary will be as per the Educational Services (Schools) General Staff Award 2010, Level 2.1
- Be willing to work after hours to attend College events/activities
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Child Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

December 2017