

ARTS ASSISTANT

POSITION DESCRIPTION



| | |
|----------------------|---|
| Reporting to: | Director of Performing Arts Head of Learning - The Arts (Primary) Head of Learning - The Arts & Technology (Secondary) |
| Employment: | Full-time |
| Tenure: | Ongoing (5 weeks paid annual leave, 8 weeks unpaid annual leave) |
| Salary: | General Staff Level 2 |

Position Context

Hume Anglican Grammar is a co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

In 2018, the school is situated on a single campus and has a student enrolment of 1,130 and a staff compliment of 113, 30 of whom are General Staff. In 2019, this is expected to reach 1,170 and in 2020 1,230 students with a corresponding cohort of staff.

In 2019, the School will open its second campus on an 8 hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley Campus. It will commence with 140 students from Prep to Year 3, and each year additional year levels will be added so that the Donnybrook campus will ultimately have a similar enrolment as the Mt Ridley campus.

The school will have 125 staff employed across the two campuses during 2019.

Purpose of the Position

The purpose of the Arts Assistant is to provide general administrative and hands-on support to teachers facilitating the Arts across the school. This will include time dedicated to assisting The Arts (both Performing and Visual), as well as the growing co-curricular Performing Arts and Instrumental Music programs.

The Arts Assistant will work under the direction of the Coordinator of Instrumental Music, the Director of Performing Arts, the Head of Learning - The Arts (Primary) and the Head of Learning - Technology and The Arts (Secondary). The role will report to the three latter leadership positions.

The Arts Assistant has an important part to play in supporting the delivery of the highest quality teaching and learning, co-curricular performing arts and instrumental music programs at Hume Anglican Grammar.

The Arts Assistant will need to be very organised and self-disciplined, have high standards and strive to improve their own practice and to make efficiencies in the school setting.

The Arts Assistant operates in collaboration with their respective peer assistants - Teacher Assistants, School Assistants, Learning Assistants and the School Technician.

Nature of the Position

The Arts Assistant works 39 weeks of the year, which includes the 38 term weeks and the week prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm including a 30-minute meal break.

It is expected their time will be allocated in the following proportion: Instrumental Music and Performing Arts - 60%, Visual Arts - 40%. This remains at the discretion of management and will be adjusted according to operational demand.

Responsibilities and Duties

Subject to the discretion of the Principal, the Arts Assistant will provide general administrative and practical assistance to the staff across the School.

Roles and responsibilities will include:

Performing Arts

- Coordinating teaching rosters for Visiting Instrumental Music Teachers
- Maintaining accurate student attendance at instrumental lessons and contacting parents if they miss their lesson
- Coordinating all aspects of the enrolment of students into Instrumental Music lessons and liaising with Accounts Receivable to ensure that accounts are accurate
- Liaising with the Director of Performing Arts and Deputy Principal's EA to ensure prompt and efficient handling of documentation in order to pay instrumental music teachers
- Assisting in the administration of school performances, productions and concerts (e.g. bookings, programs, etc.)
- Assisting with maintenance and inventory of music assets
- Supporting the Director of Performing Arts to complete Performance Choir administration

Visual Arts

- Performing general classroom duties such as creation of displays and preparation of classroom materials
- Liaise with the School Technician to help develop showcasing of student work
- Maintaining accurate records of orders and deliveries, as well as an inventory of supplies
- Undertaking regular checks of equipment and tools, for safety and maintenance reasons
- Contributing to hanging exhibition work for special events and to enhance learning areas
- Ensuring all tools and equipment are stored securely after use
- Documenting orders and assisting with the completion of Risk Assessments, where required
- Helping to ensure Art rooms are kept secure, clean, tidy and free from all hazards

General

- Providing general assistance to teachers in the performance of their duties
- Assisting with the collection, preparation and distribution of classroom resources
- Undertaking general administrative tasks such as data entry, photocopying, collation filing and similar clerical duties
- Supporting teaching staff to help maintain and promote a safe and secure learning environment for all students
- Operating within the team in supporting their mission
- Other school duties as directed by the Principal

Qualifications, Skills and Experience:

Essential

- Highly proficient computer skills in the MS Office suite including Outlook and Word
- Demonstrated relevant experience in a similar role as an Arts Assistant
- A current Working With Children Check

Desirable

- Experience working in a school setting
 - Ability to learn and effectively use new software programs
-

Personal Qualities

Essential

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
- Outstanding organisational skills, planning, and ability to operate efficiently and effectively.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community.
- Outstanding attention to detail
- Personal sense of initiative, enthusiasm and high energy
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner

Desirable

- Demonstrated interest in ongoing personal professional development

This Position Description may be altered from time to time to meet the operational needs of the School.

Date: November 2018

Key Selection Criteria

1. Experience working in a similar role
2. Outstanding organisational skills, planning, and ability to manage information systems
3. The ability to build and maintain strong relationships with students, staff and parents