

# VISUAL ARTS ASSISTANT

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Subject Coordinator – The Arts Primary (MR)</b> <b>Head of Faculty – The Arts Secondary (MR)</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Fraction:</b>	<b>Full-time (5 weeks paid annual leave, 8 weeks unpaid annual leave)</b>
<b>Hours:</b>	<b>38 hours per week; 8:00am-4:06pm</b>
<b>Salary:</b>	<b>General Staff Category 2</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Date Prepared:</b>	<b>January 2022</b>

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## Position Context

Hume Anglican Grammar is a multi-campus 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.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares; this site will ultimately have some 1,400 students. In 2019, it opened a second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the School has 1,670 students (Mt Ridley 1,270 & Donnybrook 400) and employs 168 staff – 120 teaching and 48 non-teaching.

The School is on a growth trajectory and in 2022 will increase to 1,930 students (Mt Ridley 1,340, Donnybrook & Kalkallo 110). In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as a feeder to the Mt Ridley and Donnybrook secondary schools, it will follow a similar growth pattern to Donnybrook, with eventually some 600 students. In 2022, the first classes for the new campus will commence and be accommodated at the Donnybrook campus, to then move to the new site in 2023. Hume Anglican Grammar will ultimately have some 3,300 students with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The purpose of the Visual Arts Assistant is to provide general administrative and hands-on support to the teachers facilitating the Visual Arts curriculum and co-curricular activities.

The Visual Arts Assistant will work under the direction of the Subject Coordinator - The Arts (Primary MR), and the Head of Faculty - The Arts (Secondary). Time allocation between each activity will be timetabled accordingly.

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

The Visual 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 Visual Arts Assistant operates in collaboration with their respective peer assistants – Performing Arts Assistant, School Technician, Teacher Assistants, School Assistants and Learning Assistants.

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## Nature of the Position

The Visual 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.

Upon commencement, this position will be based at the Mt Ridley campus. Please note that in the future this role may be required to be performed at other locations.

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## Responsibilities and Duties

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

Responsibilities include:

### Visual Arts – Curriculum and Co-curricular

- Perform general classroom duties such as creation of displays and preparation of classroom materials
- Undertake regular checks of equipment and tools, for safety and maintenance reasons
- Assist with completion of Risk Assessments, where required
- Ensure all tools and equipment are stored securely after use
- Help to ensure art rooms are kept secure, in good order and free from all hazards
- Assist with the maintenance of photographic and 3D printing equipment
- Order materials and tools as required
- Maintain accurate records of orders and deliveries, as well as an inventory of supplies
- Liaise with line managers and relevant staff to help develop showcasing of student work
- Contribute to hanging exhibition work for special events and to enhance learning areas

### General

- Provide general assistance to teachers in the performance of their duties
  - Assist with the collection, preparation and distribution of classroom resources
  - Undertake general administrative tasks such as data entry, photocopying, collation, filing and similar clerical duties
  - Support teaching staff to maintain and promote a safe and secure learning environment for all students
  - Operate within the team in supporting its mission
  - Other duties as directed by the Principal
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## 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
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## 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

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## 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

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