



ST MARY MACKILLOP COLLEGE
Swan Hill

ROLE DESCRIPTION

<u>JOB TITLE:</u>	Arts and Technology Assistant
<u>REPORT TO:</u>	Arts Curriculum Leader and Technology Curriculum Leader
<u>TENURE:</u>	14 th June 2023 to 28 th March 2024
<u>LEVEL:</u>	Category B Education Support Level 2-1
<u>HOURS:</u>	3 days per week (0.5 FTE) 8:30 am – 3:30 pm 45-minute unpaid lunch break

Professional Duties and Role Accountability

The Arts and Food Technology Assistant is required to help the Arts and Food Technology Domains, in consultation with the respective Curriculum Leader.

Responsibilities

- Assist in the preparation of any organised Arts activity i.e. equipment, rooms, etc. and be available to assist in lessons.
- Assist with the supervision of trips to Melbourne e.g. VCE Top Arts, or local excursions and workshops.
- Assist with the organisation and involvement in competitions, exhibitions, visiting artists and informing students of such. E.g. Culinary Challenge, SHRAG exhibitions, Swan Hill Youth Arts Festival, Fairfax Drama Festival.
- Assist with the ordering/purchasing and then unpacking and putting away of produce, supplies and equipment to the relevant storerooms across the departments when it arrives.
- Assist with general organisation of classrooms and storerooms with cleaning, organising cupboard and shelving, resources, labelling and setting up and documenting the equipment in line with health and safety procedures.
- Assist the Drama teacher with props and stage settings for classroom activities.
- Assist the Food Technology Assistant with the cleaning of the Hospitality Trade Skills Centre and domestic kitchen.
- Assist in the preparation of any organised Food Technology class i.e. setting out ingredients and equipment, and assist in lessons.
- Assist with the preparation of activities and student work for Open Day.
- Assist members of the School Production as directed by the Producer.
- Assist with the maintenance and cleaning of equipment in the Art Rooms, Textile Room and Hospitality Trade Skills Centre.
- Conduct mid-year and end of year audit of equipment as well as maintaining ongoing equipment register.
- Assist with the checking and putting out of equipment for electrical tagging.
- Assist in other classes as required and directed by the Principal.
- When required, work in the Learning Resource Centre, as directed by the Teaching and Learning Leader: Learning Resources.

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

- Duties may include, but are not limited to:
 - Cleaning
 - Restocking shelves
 - Checking in or borrowing out books/equipment to students and staff
 - Covering books
- Other duties as designated by the Principal in line with the Arts and Technology Curriculum Leaders.

Attributes

- Competent in the use of classroom equipment.
- Willingness to learn new skills.
- Excellent interpersonal and communication skills, both verbal and written including the ability to liaise with all levels of staff, students, parents and external clientele.
- The ability to show initiative and judgement when required.
- Demonstrated ability to work both independently and in a team.
- Proven ability to organise, prioritise and complete a variety of tasks to deadlines with speed, efficiency and composure, particularly when under pressure.
- Highly developed problem solving, assertiveness and organisational skills.
- Understanding the importance and need for discretion of confidentiality.

Qualifications and Requirements

- First Aid Certificate (training provided)
- Working with Children Check (to be completed if successful)

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.