

# ROLE DESCRIPTION

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## 1.0 POSITION TITLE: **Creative Arts Teacher Aide**

- 1.1. Classification – School Officer, Level 3
- 1.2. Employment Term – Fixed-term, part-time, term-time
- 1.3. Hours – 0.5 Full time equivalent (19 hours per week or 38 hours per fortnight, Monday to Friday). Some out of hours work such as evenings and school holidays may be required, at the discretion of the College.

## 2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The Creative Arts Teacher Aide will be part of the Arts Faculty at Villanova College. The Aide is an essential member of the team and plays an important support role for the teaching staff by preparing materials, resources and equipment as required. The purpose this role is to assist the Creative Arts staff to create and maintain an organised, well-prepared and safe learning environment for subjects within the Creative Arts curriculum area.

The Creative Arts Teacher Aide is responsible for supporting the Creative Arts teachers in setting up for classroom activities, providing support in the classroom and at co-curricular activities (such as Musicals, Villa Visions, Drama Performances and Music Evenings). This role will assist in the preparation of materials, ordering and receiving of any supplies, materials and equipment. When required, this role will also assist the Teacher in ensuring the safe induction processes for students working with specific arts-based resources and materials such as tools, chemicals, equipment/machinery or technology. The Creative Arts Teacher Aide works as part of a collaborative team.

### 2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, including internal and external stakeholders, in the execution and completion of duties and responsibilities.

### 2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in an appropriate and timely manner.

### 2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

### 2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

## 3.0 STATEMENT OF RESPONSIBILITY

The position of Creative Arts Teacher Aide directly supports and assists the Creative Arts Curriculum Area Leader and Creative Arts Teachers. The position involves collaborative working relationships with third party suppliers, visiting artists or artists in residence, Grounds and Maintenance staff,



Finance Staff, as well as liaising with other College staff, both teaching and non-teaching. Tasks are performed independently under general guidance.

This Duty Statement will be reviewed annually, as part of the professional development plan, in collaboration and partnership with the Creative Arts Curriculum Leader. The statement makes clear the day-to-day expectations of the position, taking into consideration the needs of the College.

## 4.0 SPECIFIC DUTIES

The position requires the role holder to undertake and complete the following activities and duties. Other duties may be allocated from time to time as required.

### 4.1 Arts Support

- Maintain the cleanliness and tidiness of the Visual Art rooms and other Creative Arts classroom areas to ensure all staff continue to work in a safe and pleasant environment
- Ensure all teaching spaces are maintained in a compliant and safe manner
- Clean and maintain the Visual Arts, Drama, Music and Media areas and equipment such as:
  - Maintenance and repair of equipment such as camera gear, musical instruments etc
  - Maintain the Visual Arts, Drama, Music and Media materials storage cupboards
  - Surface preparation, resources preparation such as preparing paints, tools, etc
  - Dispose of toxic wastes such as turps, clay, chemicals, cleaning agents etc
  - Cutting paper, preparing paints and printmaking materials, lino tiles, etc
  - Kiln management (load and unload):
    - Load, pack and manage all of the kiln operations to ensure the integrity of all student artworks
    - Overseeing the turnover of student work that needs glazing / storage
- Working with the Grounds and Maintenance team in accordance with any Maintenance Schedules
- Maintain the booking system for the use of arts equipment by staff and students during classes and break times
- Apply organisational and time management skills to a range of roles and tasks assigned/delegated by the Arts teaching staff to achieve specific outcomes.
- When required, liaise with students, parents and other persons who may interact with the College in a professional manner.

### 4.2 Classroom Support

- Assist the Creative Arts Curriculum Area Leader and/or creative arts teaching staff with the safe supervision of students when utilising tools and operating equipment
- Assist the Grounds and Maintenance Team and Creative Arts Curriculum Area Leader with updating Safe Working/Operating Procedures.
- Assist the creative arts teachers with the supervision of students when directed:
  - Prepare classroom resources for incoming classes
  - Support teachers within the classroom so as to meet the individual needs of the student.
  - Supervise the Tech Hub: specialist use of equipment
  - Supervise students in the Arts rooms at lunch times



#### **4.3 Exhibition of Student Work**

- Selection, organising, framing and hanging of student work for Villa Visions, Open Days and Subject Selections etc
- Assemble and dismantle Art exhibitions -removal and storage of work
- Manage displays of student work throughout the College environments
- Assist with the promotion of Arts work in College publications and within the wider community

#### **4.4 Safe Working and Student Safety Focus**

- Maintaining WHS requirements at the direction of the Workplace Health and Safety Office and Risk and Compliance Officer
- Ensure the safe and secure transport of any equipment and classroom-based goods between workshops on campus
- Ensure a proactive approach to tools management, including a focus Foreign Object Control, ensuring that any tools and machinery are College approved, tested and tagged and procured

#### **4.5 General Administration support**

- Support of incursions/excursions and extra-curricular creative arts activities
  - Assist in the bookings of theatres, facilities and venues
  - Assist with the organisation and running of any Arts related College activity
- File and maintain department records, student profiles and archives
- Manage and develop department resources such as sheet music, CD's, musical instruments, video equipment and data
- Processing correspondence for teachers about upcoming performances and exhibitions

#### **4.6 Stocktake, Procurement and Financial Support**

- Support the Creative Arts Curriculum Area Leader and/or creative arts teaching staff with any purchasing and ordering or stock and resources as directed and in advance of any classes/ planned assessments
- Preparing purchase orders of teaching materials (paints, glazes, clay etc)
- Receive, check and store deliveries of stock, and resources. Faulty stock should be reported to the Creative Arts Curriculum Area Leader as soon as possible
- Assisting the Creative Arts Curriculum Area Leader in documenting general resources expenditure, including conducting research on goods pricing, preparing quotes etc.

### **5.0 ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- Relevant experience or tertiary based qualifications in art marking processes and procedures
- Proven experience with Art Work Framing is essential for this role
- Be able to liaise professionally and confidently with students and staff
- Possess a demonstrated high regard for workplace health and safety, with a focus on safe working procedures
- Have demonstrated organisational and time management skills together with



- resourcefulness and initiative to manage multiple priorities.
- Have excellent attention to accuracy and fine detail
- Basic knowledge of MS Office, including MS Word, MS Excel and database entry skills
- The ability and commitment to:
  - work in a team environment
  - enhance existing knowledge and skills
  - readily embrace and implement new tools, technology and methodologies of working where appropriate
  - understanding that College culture and needs of supervision and safety in classroom when working with students and staff
- Highly desired however not essential:
  - Sewing and prop making skills requiring the use of hand tools and portable power tool
  - Basic knowledge of Adobe editing software and Photoshop

## **6.0 AUTHORITY LIMITS**

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised as per College's Delegation Policy.

## **7.0 REPORTING AND OTHER RELATIONSHIPS**

The Creative Arts Teacher Aide reports to both, the Creative Arts Teacher and ultimately the Creative Arts Curriculum Area Leader.

Other significant relationships exist with students, third party suppliers, the Finance Team and other general staff.

## **8.0 SPECIAL REQUIREMENTS**

Possess a paid Blue Card or have the ability to obtain a Blue Card prior to commencement of the employment, in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000.

At all times, the Creative Arts Teacher Aide must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.