



POSITION TITLE: Junior School Art Technician
DATED: May 2018
Manager: Head of Junior School
Approved by: Head of Human Resources

POSITION PURPOSE

The Junior School Art Technician provides support to the prep to year 4 Visual Art program at St Leonard's College. In addition to maintaining teaching resources and supplies in the teaching area, the Junior School Art Technician also assists students when necessary and helps with displays of artworks around the Junior School.

POSITION STATUS

This is a permanent part time term time position, full time equivalent, FTE 0.4 in term time. Annual leave is included as part of the term breaks.

REPORTING RELATIONSHIPS

The Junior School Art Technician reports directly to the Junior School Art teacher for day-to-day matters relating to that area. The Junior School Art Technician arranges the purchase of Art requisites and resources, subject to the approval of the Junior School Visual Arts teacher.

It is the responsibility of the Junior School Art Technician to work with staff in the best interests of the students, consistent with College Policies.

DUTIES & ESSENTIAL JOB FUNCTIONS

Art Department

General

- Demonstrate initiative and high standards in all areas i.e. displays, communication, presentation, media knowledge.
- Setup and clean-up of art materials and art room for classes when required.
- Student assistance in class for specific activities as time permits.
- Maintain orderly and efficient storage of art materials, supplies, tools and equipment, as specified by the Junior School Art teacher.
- Mount and display student artwork in the junior school as discussed with the Junior School Art teacher.
- Use the Art Technician log as a key communication tool to see jobs required and check off as completed.
- Maintain a running inventory of Art supplies, and ordering replacement supplies as necessary.
- Maintain the cleanliness and orderliness of Art room, including sinks and benches.
- Assist with the organisation and storage of student work.
- Ensure safety equipment and procedures are available and displayed in prominent locations in each classroom.
- Wash and store all art equipment including brushes, containers, scissors, knives, tools etc correctly.

Pottery – Kiln Room

- Take responsibility for kiln operation including loading the kiln and overseeing firing schedules in consultation with the Junior School Art Teacher.
- Care for and storage of clay works as necessary.
- Keep glazes useable and away from student access.
- Maintain the cleanliness of the kiln room, including sweeping and washing floor and shelves with wet cloths.
- Arrange for periodic Health and Safety inspections of Kilns.

Displays / Exhibitions

- Assist in creating ongoing displays of student work in corridors.
- Liaise with Maintenance and Grounds Department for repairs to rooms, fixtures, fittings and art installations as required.
- Maintain laundry requirements e.g. washing and drying of all towels and restocking rooms with clean towels.
- Support special events / exhibitions / installations at peak times as requested by Junior School Art Teacher.

Competencies Required

Technical

Sound knowledge of

- Art materials, supplies and tools, their storage and maintenance.
- Correct storage of art equipment and materials.
- Understanding of OH&S and general safe working procedures in relation to use of Art equipment and materials.
- An openness to understand and appreciate the PYP curriculum and philosophy.
- Computer skills for display signs, research, blog updates on the school site, ordering etc.

General

- Efficient time management.
- Committed to supporting the wider co-curricular programs of the College.
- Willingness to assist with yard duty if required.
- Willingness to assist with teaching duties if required (if qualified to do so).
- Willingness and demonstration to continued learning and skill development for the benefit of the Visual Arts Department and St Leonard's College students.

Qualifications

Relevant educational qualifications and/or experience in the areas of Visual Arts.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safety and Protection Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.