



## **ART TECHNICIAN POSITION DESCRIPTION**

---

**REPORTING TO:** Principal of Melton

**TENURE:** Permanent Part Time (3 days per week)

**CAMPUS:** Melton

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

Art Technician is responsible for assisting the Art Teacher/s and department with ensuring the preparation and organisation of classes and supplies/materials.

### **KEY RELATIONSHIPS:**

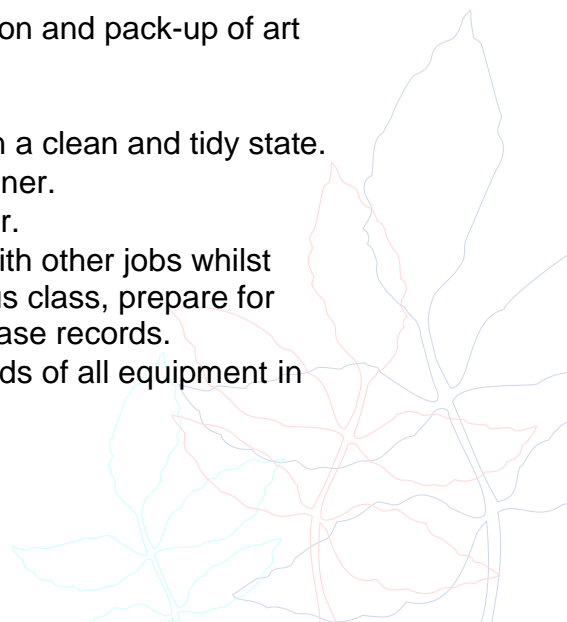
- Principal of Melton
- Deputy Principal of Melton
- Teachers
- Students
- External Providers

Attachment A

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

- Liaise with teachers to support with preparation and pack-up of art lessons.
- Support with purchasing of art supplies.
- Maintain art facilities to ensure they remain in a clean and tidy state.
- Store supplies in a safe and appropriate manner.
- Help with the class as required by the teacher.
- Unless asked to help with lesson, continue with other jobs whilst lesson is in progress - Put away from previous class, prepare for the next class, maintain prep area and purchase records.
- Purchase new equipment and maintain records of all equipment in accordance with school procedures.



- Keep an inventory of equipment and replacements.
- Assisting with the framing, curating and exhibiting of student artwork.
- Assisting with loading and unloading the kiln.
- Support with special events set-up.
- Other relevant duties as outlined by the Principal.

## **B. Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

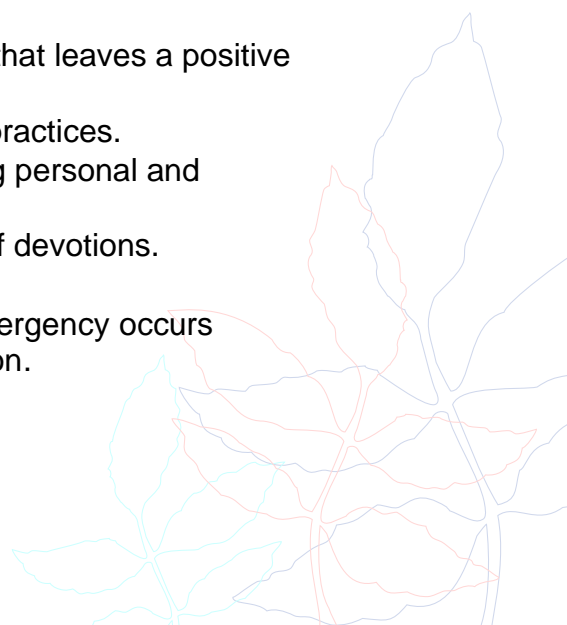
For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

## **C. Accountability**

- Ability to work to tight deadlines.
- Ability to work under pressure to manage multiple projects and competing deadlines in a busy and fast paced environment.
- Demonstrate a high level of communication, professional and interpersonal skills when relating to staff, families and the larger community.
- Ability to work autonomously and/or part of team.
- Strong organisational skills in prioritising own workload.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.

## **D. General and Administrative**

- Provide a calm and welcoming environment that leaves a positive impression of the College.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend staff meetings.
- As required, assist in First Aid, as in if an emergency occurs involving an ambulance or other such situation.



**OTHER DUTIES:**

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

**COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate and attend the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

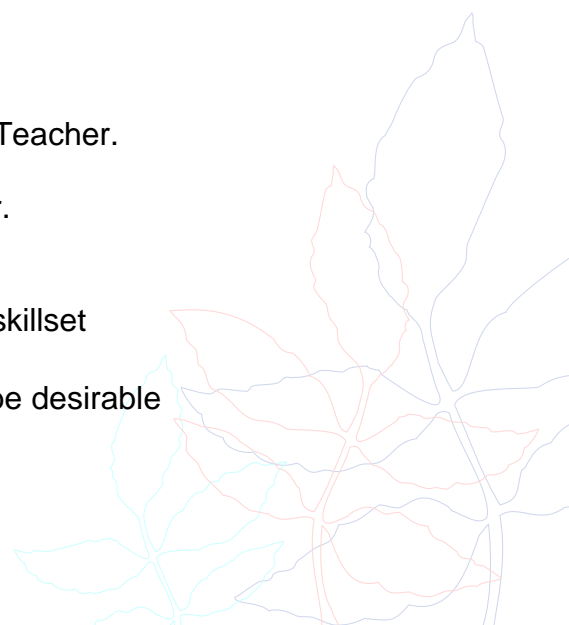
**REMUNERATION:**

Annual performance will be conducted by the relevant Teacher.

Salary reviews will be conducted by the relevant leader.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Excellent written and verbal communication skillset
- Solid organisational skills
- Any past experience in such position would be desirable
- Valid WWCC 'E' & Police Check



## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORM
<b>Principal of Melton</b>	<ul style="list-style-type: none"> <li>As required, work closely with Principal to meet their requests</li> </ul>	As required
<b>Deputy Principal of Melton</b>	<ul style="list-style-type: none"> <li>As required, liaise with the Deputy Principal of Melton on work related requests</li> </ul>	As required
<b>Teachers</b>	<ul style="list-style-type: none"> <li>As required, work closely with Teachers to meet their requests</li> </ul>	Meeting on an 'as needs basis'
<b>Students</b>	<ul style="list-style-type: none"> <li>Liaise respectfully with students at each required lesson</li> </ul>	As required
<b>External Providers</b>	<ul style="list-style-type: none"> <li>As required, work with external providers to ensure products are up to date for all classes</li> </ul>	