



## POSITION DESCRIPTION ART TECHNICIAN (PRIMARY)

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### **Document Control and Change History.**

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**KINGSWAY**  
CHRISTIAN COLLEGE  
**POSITION DESCRIPTION**  
**ART TECHNICIAN (PRIMARY)**

**Section 1. School Identification**

**School Name**

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

**Location**

157 Kingsway, Darch, 6065 Western Australia

**Section 2. Mission, Vision and Values**

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

**Section 3. The Position**

**Title**

Art Technician (Primary)

**Section/Department/Learning Area**

Primary

**Tenure**

Commencing Term 4 2019. This is a permanent part-time position. Appointment confirmed subject to the satisfactory completion of a 3 month probationary period, to a standard acceptable to the College.

**Section 4. Remuneration Terms and Conditions**

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

## **Section 5. Workload**

Part-time (0.3220 FTE). The Art Technician is required to work two days per week, starting at 8.30am and finishing at 4.00pm, being a total of 7 hours per day, excluding 30 minutes lunch break.

This position is required to work 40 weeks of the year including all weeks of the school terms and school holiday breaks to make up 40 weeks per annum.

In accordance with the terms of the Award, the incumbent is required to take leave without pay for 7 weeks, during non-term weeks, as there is no work to undertake during those weeks.

## **Section 6. Reporting**

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and the Director of Information and Technology.

Primary school art technicians report to the Head of Primary (or his delegate) for the proper performance of all aspects of the Duties and Responsibilities and the day to day operation requirements within the context of this Position Description.

## **Section 7. Responsibilities and Duties**

### **Overview**

You are employed as an Art Technician (Primary) for the Kingsway Christian College and required to work under the direction of the Head of Primary (or his delegate).

### **Christian Values**

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

### **Role of the Art Technician (Primary)**

The role of Art Technician (Primary) at Kingsway Christian College is to provide visual arts support to the classroom teacher.

### **Specific Duties**

#### **Organisational, Housekeeping and Cleaning**

- Label all storage areas as designated by the Art Staff and ensure that equipment is properly maintained and stored in the appropriate place, materials are stored in appropriate containers and replaced after use by class groups.
- Ensure all equipment, including clay tools, silkscreens, paintbrushes, painting palettes, and water jars etc., are cleaned in an appropriate manner.
- Order materials, adhere to maintenance registers and make contact with relevant suppliers.

- Ensure that the Art room is kept neat and tidy at all times, and that student files, artwork and drawing props etc. are all stored in appropriate locations.

### **Woodworking / Textiles / Ceramics / Painting**

- Sanding and basic joinery tasks, using an electric sander as required.
- Basic sewing and weaving tasks.
- Stack and fire electric kiln and develop firing schedules.
- Dry, store and recycle clay appropriately.
- Prepare painting mediums, including the application of a variety of sealers and varnishes.

### **Art Presentation**

- Assist in maintaining the display of student work around the school, including cutting mounts or selecting appropriate existing mounts, and correctly framing student work.

### **Information Technology**

- Using an iPad to photograph and video art making and art works.
- Download images from digital cameras and maintain equipment.
- Scan artwork and prepare digital images for classroom use.

### **Occupational Health and Safety**

- Undertake reasonable care for your own health and safety, for the health and safety of others and comply with College OSH policies and procedures.

### **Other duties**

Other duties as required.

## **Section 8. Selection Criteria**

### **Pre-requisite**

1. To have a valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
2. To have or have ability to provide a valid Working With Children Check Card.
3. To provide a reference from your church Pastor / Minister.

### **Essential**

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of the Christian faith.
2. Be supportive of the aims, principles and tenets of the KCEA Inc. at Kingsway Christian College.
3. Experience and/or training in all forms of visual arts, including knowledge of mixing paint mediums and applying a variety of sealers and varnishes, ceramics skills, including the ability to fire an electric kiln and versatile handy-person skills.
4. Availability and willingness to support special off campus programs and events (e.g. the Art Exhibition, Open Night etc.), with the ability to be flexible in allocation of work hours.

5. Administration skills including high level organisation skills, pleasant and efficient telephone skills and ability and experience in ordering resources and adhering to maintenance registers.
6. To work as part of a team; demonstrate ability to act with initiative within guidelines; be flexible and adaptable; and have ability to accept direction and supervision.
7. To have sound computer literacy skills, with the ability to use Microsoft Office (Word and Excel), iPad, graphics software packages such as Photoshop, to complete general tasks such as printing, laminating, label making etc.
8. To have knowledge and ability to apply occupational health and safety principles in the workplace.

#### **Desirable**

1. Experience in a similar work environment.
2. To be an innovative and resourceful Art Technician with a range of professional strengths, abilities and interests.
3. To have an understanding of Christian Education.

#### **Section 9. Application**

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

For further details please visit the College website at <http://www.kingsway.wa.edu.au/employment> or contact Human Resources on 9302 8720 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au).

**Applications must include a completed Administrative and Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.**

**Applications Close: 12 noon, Thursday 22 August 2019**

**Peter Burton  
Principal  
August 2019**