



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION

ARTS ASSISTANT (SECONDARY) (PART TIME)

Section 1. School Identification

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

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 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. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

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

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

Arts Assistant (Secondary)

Section/Department/Learning Area

The Arts

Tenure

Commencing Term 1, 2024. Permanent appointment subject to satisfactory completion, by the appointee of a three (3) month probationary period, subject to a standard acceptable to the College.

Workload

Part Time. Your attendance at work is required for 32.5 hours per week during term time, working from Monday to Friday from 8.30 – 3.30pm, excluding a 30 minute unpaid lunch break. You will be required to work term time only (40 weeks per year). Your rate will include 40 weeks plus 4 weeks annual leave plus allowance of 1 week for Public Holidays.

Section 4. Remuneration Terms and Conditions

KCEA EA and Non-teaching Staff EBA 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Head of the Learning Area (HOLA) has overall responsibility for the management of the Arts learning area staff and teaching programmes, which includes Visual Arts, Drama, Dance and Media Studies.

Section 6. Duties and Responsibilities

Overview

The **Arts Faculty Assistant** provides support for Visual Art, Media, Dance and Drama programmes in preparing and maintaining the Arts Faculty supplies, resources and equipment.

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

Primary Objective of the position

The primary objective of the position is to provide support and assistance to all Arts Faculty staff, in order for faculty teaching and learning programmes to be efficiently and effectively delivered. The Arts Faculty Assistant works under the direction and supervision of the HOLA and the faculty teaching staff, responsible for delivering programmes in Visual Arts, Drama and Media Arts. The Arts Faculty Assistant must maintain acceptable occupational health and safety standards in the work environment.

Management

The Arts Faculty Assistant will be responsible to the HOLA as Manager. Duties will be determined in consultation with the HOLA. These duties will be in support of all The Arts staff members in various ways and at different times.

Specific Duties

The following is the breakdown of the various duties required of a faculty assistant, across all Arts subject areas. This position involves support for the various Arts Faculty programmes including Visual Arts, with its substantial materials based orientation, Media with its substantial digital and technology resource based orientation and Drama/Dance performances and some class programme events. Many tasks will become routine and regular but other tasks will arise at certain times and will claim priority as directed by the HOLA. Assistance will be required in a flexible pattern as routine support tasks are supplemented by periodic special needs. The allocation of weekly hours will be negotiated to a generally set pattern. It is expected, however, that flexibility will allow for times when special events occur.

Occasionally travelling off campus may be involved, either to deliver or collect items in support of some Arts subjects' extracurricular activities.

Inherent in the position of Arts Faculty Assistant is attendance at faculty events, at times outside of regular work pattern. All time worked, at the direction of the HOLA, which is outside the regular work pattern will be remunerated in accordance with the Non-teaching Staff Enterprise Bargaining Agreement as it stands from time to time.

Duties and Responsibilities:

Under the direction of the HOLA, the Arts Faculty Assistant is responsible to carry out the following duties and responsibilities, in support of The Arts Faculty teaching staff:

1 Workplace Health and Safety

The Arts Faculty Assistant is required to take reasonable care of their own health and safety, and that of other staff and students who may be affected by their conduct, when carrying out the duties and responsibilities of the position.

2 Preparation of Subject Materials

Availability of prepared stock to produce teaching programmes is critical, therefore the Assistant must routinely:

- Replenish working stock from reserves to ensure classroom and faculty subject teachers' requirements are prepared in a timely manner for all Arts subject areas and the Arts Office.
- Periodically prepare school classroom materials and trolleys/ equipment/tools for Arts subject areas.
- Carry out subject resource preparation for all subject areas e.g. posters, signs, event programs, student labels and laminating as required.
- Transport art works or/ or materials to external agencies/ exhibition venues or suppliers as required.
- Prepare classrooms materials across Arts subject areas:
 - Visual Arts - clay wedging and slabbing, reconstituting old clay and making slips/ slurry, load and unload kilns, prep paint / textile/ sculpture materials and tools etc.
 - Media – set up cameras, studio production set-ups, organising costume/ media film props for production resources, organising and charging of cameras, cleaning media equipment, organising equipment repairs and maintenance etc.
 - Dance/ Drama – tidy and maintain costume storerooms, organise performance costume item racks, set up and also clean where required props/make-up trolleys etc.
- Carry out Arts subject areas resource ordering on-line.
- Periodically assists with sourcing/ loaning and hiring of stage performance props, production/performance set items, costume and minor textile repairs for College Arts events and Productions as directed by HOLA.

3 Maintain Arts subject tools, machines, computers and subject equipment

- Ensure all Arts subject areas equipment including tools, machines, computers, cameras, Visual Art and Media equipment is kept secure, maintained with appropriate engraving and labelling, organised and sorted, charged and logged, maintained and repaired appropriately and prepared in a timely manner, for use by the relevant subject teacher/s.
- On a weekly basis, charge and stocktake of cameras and sound equipment for Media.
- Ensure maintenance and servicing is carried out, as required (routinely), on all Arts subject machines and tools including storeroom tools, sewing machines, tool- boxes and printing presses, digital cameras, battery chargers, media film screens, resource trolleys etc.
- Assist teachers with classroom equipment set-up and clean-up as required.
- Book Arts equipment items in for servicing with external organisations as directed e.g. kilns, sewing machines, cameras etc.
- Clean and repair different Arts subject performance/ film costumes as required.
- Assist faculty staff by logging Anittel Help desk requests when directed and MEX requests.

4 Exhibitions, Displays and Performances

As directed by the HOLA for subject teachers undertake the following:

- Assist with the preparation of exhibitions, displays, performances and events including sourcing materials, resources and equipment, undertaking preparation work, setting up, pulling down and storage of resources for stage performances and musical concerts, sourcing catering when required. Events, exhibitions, performances and concerts may require working beyond normal working hours, as negotiated by the HOLA.
- Assist with organisation of Visual Art/ Media exhibition requirements and resources e.g. marquee boards, plinths, screens and lighting etc. as directed.
- Prepare student art works including framing, mounting, exhibiting prior to an event or exhibition, and demounting, de-framing and correctly storing student art works post-event.
- Periodically maintain and construct learning area exhibition plinths, easels/ stands.
- Design, prepare and produce run sheets, brochures, flyers and programmes for various Arts subject exhibitions, displays and performances as directed by the HOLA.

5 Cataloguing

- Catalogue Arts subject resources images into databases.
- Regularly catalogue new A3 reproductions into existing files, and posters larger than A3 into the plan drawers, and new texts and DVD resources when required.
- Periodically stamp and cover new books/ digital resources.
- Photograph students' work and catalogue as directed by HOLA.

6 Stock Control and Stocktakes

- In conjunction with the HOLA/Subject Teacher, establish stock requirements and complete timely re-ordering of materials and resources for learning area subjects.
- Liaise with HOLA/Subject Teachers on unavailable stock items and alternative options.
- Ensure classroom storerooms are periodically sorted, cleaned and restocked.
- Attend external providers for the procurement of stock and other requirements, including Bunnings, Spotlight, Jacksons etc.
- Ensure incoming stock delivery invoices are checked and correct, scanned and filed for learning areas Administration.
- Assist in annual Arts Faculty stocktake of materials/tools/equipment etc.

7 Maintenance, Cleaning, Tidying and Organising

- Regularly maintain, tidy and organise all Arts subject work areas, storerooms, work benches classroom sinks, table-tops and Arts office facilities and stock, to an acceptable level of cleanliness.
- Regularly maintain, tidy and organise stock, equipment, and resources to ensure a safe, and easily accessible Arts subject work environments.
- Log maintenance requests for teaching staff as directed by HOLA.

Section 7. Selection Criteria

Pre-requisites for employment

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
7. Hold a current driver's licence

Essential skills and knowledge for this position

1. Show evidence of art training and / or relevant experience to the position.
2. Demonstrate versatile handy-person skills.
3. Be flexible in allocation of work hours.
4. Be able to support Arts events off campus.
5. Be able to work in an active team environment.
6. Be able to work independently on tasks as advised.
7. Have pleasant and efficient telephone and email communication skills.
8. Demonstrate high level organisational skills.
9. Have knowledge and understanding of occupational health and safety guidelines and safe work practices in a similar work environment.

Desirable skills and knowledge

1. Have a high level of computer literacy (e.g. Photoshop; Adobe Premier Pro, video and digital photography skills).
2. Experience in a similar work environment.
3. Textile machine sewing experience.

Section 8. Application

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, Monday 4 December 2023

Matthew Lovell
Acting Principal
November 2023