



ROLE DESCRIPTION TEACHER AIDE – ART FIXED TERM CONTRACT 2021

REPORTING RELATIONSHIP

All College staff ultimately report to the College Principal. Non-teaching staff (School Officers) come under the responsibility of the Business Manager. Management of staff in the Art Department is delegated to the Director of The Arts.

OPERATIONAL RELATIONSHIP

Responsible to the Director of The Arts.

OPERATIONAL CHARACTERISTICS

The position of Teacher Aide - Art incorporates assistance and support to teachers and students encompassing administrative experiences. The Aide will be responsible for ensuring the availability and maintenance of classroom materials and supplies.

The Teacher Aide – Art works under limited supervision where work is checked in relation to overall progress in the form of broad guidance. There may be a requirement to provide peer assistance with limited responsibility to guide the work of others. Team coordination may be required, particularly focusing on hazard-prevention and the safety of others.

The Teacher Aide - Art is competent in the application of knowledge with depth in some areas and a broad range of skills. There is a defined range of roles and tasks to perform in a variety of contexts where there is some complexity in the extent and choice of actions required. Competency in completing tasks are within routines, methods and procedures. Some discretion and judgement about selection of equipment, work organisation, service, actions and achieving outcomes within time constraints is involved.

No authority is given to expend funds.

SPECIFIC RESPONSIBILITIES

The primary tasks of the Teacher Aide – Art is to undertake routine maintenance and care of the art rooms and equipment, and to assist with administrative tasks in the general smooth running of the Art department.

The Aide is primarily responsible for the following duties:

PRACTICAL ASSISTANCE

- Under the direction of the Director of The Arts, assist in the unpacking of equipment, the establishment storage areas and systems of organisation of Art materials in the new Arts precinct in the College;
- Support staff in maintain a clean and safe art environment.
- Prepare Art classrooms with materials as required.
- Ensure that all rooms are left safe and secure at the end of each day.

ADMINISTRATION

- Monitor art supplies/equipment and prepare purchase orders, using Webtass, when required;
- Organise and administer regular stocktakes of equipment and art supplies;

- Maintain a register of borrowed materials and art text and reference books;
- Co-ordinate the in house art exhibitions (Body of Work 1 and 2) and installations by assisting students to present/mount art work for exhibition.
- Administer an 'Exhibition Requirements Proforma' to students for the purpose of negotiating their installation requirements and perhaps liaise with the hospitality department to arrange catering, and liaising with the music department to arrange music as directed by the Art staff;
- Assist if necessary, the Artistic Administrator to organise the presentation, framing and hanging of students' art work for competitions and awards. This includes arranging the pick-up and delivery of the art work;
- Assist the Artistic Administrator by working in collaboration to manage the Online Reference Register for students' previous artwork
- Assist the teaching staff by regularly and systematically photographing art works in preparation for teachers to collate the verification samples (Year 11 and 12)
- In consultation with Artistic Administrator provide photographed Art works for online Art Gallery and magazine;
- Assist the Artistic Administrator in installation of Art works for the Arts Festival;
- Other duties as instructed by the Director of The Arts.

COMPETENCIES

- Knowledge and understanding of Visual Art and materials, tools and procedures required for specific techniques
- Knowledge and understanding of safe practises when using art equipment, such as the kilns, glass, power tools, heating devices, cutting tools, hazardous materials and chemicals
- Broad computer literacy, particularly using Image Modification Programs, such as Photoshop

QUALIFICATIONS

- Relevant qualifications or current studies at a tertiary level are desirable as are relevant skills and experience. Knowledge and experience with the products and materials used in the creative arts is necessary to successfully carry out the duties of this position. Applicants must hold a current Working With Children – 'Blue Card' ('P' class) from the QLD Department of Justice and Attorney-General.

• HOURS OF DUTY

25 hours per week – Monday to Friday varying start and finish times, inclusive of 30 minutes allocated for unpaid lunch break. Estimated overtime hours will require pre-approval.

SALARY AND CONDITIONS

This is a fixed term, term time position for approx. 28 weeks per College academic year with pro rata annual leave and leave loading.

Salary and other conditions are in accordance with Level 2 *School Officers Classification in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023*.