



Billanook College

Growing and Caring

POSITION DESCRIPTION: LEARNING ASSISTANT – VISUAL ARTS (LSL CONTRACT)

As a school of the Uniting Church in Australia, Billanook College's Mission is to develop a dynamic, caring learning community which fosters the growth of the whole being of each girl and boy – in body, mind and spirit; providing a range of pathways to life-long learning through and beyond academic excellence.

At Billanook, our staff are central to our Mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

To assist with the preparation of materials for Visual Art classes, maintaining control of equipment, display of artwork and keeping art rooms in order to support the Visual Art Program throughout the College.

REPORTS TO: Learning Leader - Visual Arts.

KEY ACCOUNTABILITIES

- Assist with the preparation and ordering of equipment for art classes.
- Assist with student display of artwork around the school throughout the year.
- Assist with maintaining control of equipment.
- Assist with maintenance of order of art rooms, including the kiln room.
- Assist with the organisation of the *Crescendo* exhibition and other student art exhibitions, including mounting of work.
- Assist teaching staff with demonstrations and class practical work where appropriate.
- Other duties as requested by the Chair of Visual Arts.

PERFORMANCE EXPECTATIONS

- Update knowledge to match curriculum requirements.
- Contribute positively to the performance of the team.
- Ensure teaching materials are available for classes as required.
- Assist in annual stock take of equipment.
- Maintain art rooms and their equipment in working order and clean condition.
- Carry out current measures for proper storage control and handling or disposal of dangerous or toxic substances.
- Work in accordance with Occupational Health and Safety standards.
- Maintain security of equipment and materials.
- Attend Faculty meetings called by the Chair of Visual Arts and other meetings specified.
- Attend in-service activities relevant to the position.
- Participate in co-curricular activities of the Art Faculty and the School, e.g. Excursions, Marketing events, Crescendo exhibition.

KEY SELECTION CRITERIA

- Supportive of the Uniting Church and Independent Schools.
- Art training or experience in a Visual Arts environment is essential.
- Ability to work under pressure and maintain equanimity.
- General administration.
- Computer skills, particularly in Word and Excel.
- Experience/knowledge of displaying artwork and exhibiting.
- Sewing machine maintenance and sewing skills.
- Experience/knowledge of ceramics and ability to operate a kiln.
- Knowledge of colour photocopying.
- Flexible, easy-going and hard working.
- Strong organisational skills.
- Ability to work as part of a team.
- Communicate effectively with a range of people.
- Ability to relate to school age children.



- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to principles of EEO and Equity in Education.
- Current Working with Children and Victorian Criminal Record Checks.

TERMS AND CONDITIONS

This is a part-time (0.7 FTE) contract position from Monday 17 July to Friday 22 September 2017.

Hours of work will be Monday and Friday from 8.30am to 1.30pm and Tuesday, Wednesday and Thursday from 10.45am to 4.50pm.

The terms and conditions of employment are set out in the Billanook College (Educational Services Staff) Certified Agreement 2014. As such, the position is classified at Grade 2 level, which attracts a salary of \$34,765 – 38,135 per annum dependent on experience.

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Billanook College supports the principles of equal opportunity employment and encourages diversity in the workplace.

APPLICATIONS

Please forward a letter of application and a Curriculum Vitae detailing qualifications, employment history and experience and the names of at least two referees who are able to comment on your recent employment experience. **Please email your application as one file in PDF format.**

Applications to be addressed to:

Mr Roger Oates

Principal

Billanook College Ltd

197-199 Cardigan Road

Mooroolbark, 3138.

Email: karin.thompson@billanook.vic.edu.au

Applications close: Friday 26 May 2017 at 5.00pm

