

# ARTS ASSISTANT

## Position Description

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|-------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Classification</b>                                                                     | Education Support Employee, Category B – Level 2 |
| <b>Employment Status</b>                                                                  | Part-time (FTE 0.5)                              |
| <b>Hours of Work</b>                                                                      | School Hours – Some evening events               |
| <b>Scope</b>                                                                              | Whole School                                     |
| <b>Expected level of contact with children and young people within this role:</b> Regular |                                                  |

## Position Purpose

The Art Assistant provides specialist technical and organisational support to the Arts Faculty, including Visual Arts, Visual Communication Design, Media, and Drama. The role exists to ensure that learning environments are safe, compliant, and well-resourced, enabling teachers to focus on teaching and student learning. The Art Assistant assists in the preparation, maintenance, and organisation of materials, equipment, and spaces, while also supporting exhibitions, performances, and displays that promote student achievement across the College.

## Reporting Relationships

**Position reports to:** Head of Arts (day-to-day basis) and accountable to the Principal through the Business Manager.

**Leads/Direct reports:** Nil.

**Key relationships:** Arts Faculty staff (Art, VCD, Media, Drama), College Leadership, Business Manager and Finance Team, College Operations and Maintenance Staff, and external contractors/suppliers.

## Key Duties & Responsibilities

Includes but are not limited to:

- Prepare, organise, and distribute art, media, and design materials for practical classes, ensuring efficiency and readiness for student use.
- Manage, maintain, and order consumables and equipment for the Arts Faculty, including paints, printmaking supplies, drawing tools, digital devices, cameras, lighting, and stage/props.
- Ensure compliance with OHS and Safety Data Sheet (SDS) requirements for all materials, including storage and disposal of hazardous substances.
- Maintain art studios, VCD classrooms, Media rooms, printmaking areas, kilns, and drama spaces, ensuring they are safe, tidy, and functional.
- Provide technical support during exhibitions, showcases, and performances (e.g., setting up displays, lighting, audio-visual, and staging).
- Assist teachers and students with the safe use of specialised equipment (e.g., printing presses, cameras, lighting rigs, sewing machines, power tools, kiln).
- Manage and update displays of student work across the College.
- Coordinate repairs and servicing of equipment through external providers when required.
- Support the digital archiving of student work and photography of artworks/events.
- Perform other duties as directed by the Head of Art, Business Manager and Principal.

### **Child Safeguarding**

- Be familiar with and comply with the school's childsafeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

### **Professional Development**

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

### **General**

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate professional and collegiate relationships with colleagues.

## **Essential Requirements for the Role**

### **Qualifications & Experience**

- Demonstrated interest in an art, design, or media-related field (school, tertiary, or industry environment).
- Experience with the preparation, use, and maintenance of art/design/media equipment and materials.
- Sound knowledge of occupational health and safety practices, including handling of chemicals and materials.
- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check.

### **Personal Attributes & Skills**

- Strong organisational skills and ability to manage competing priorities.
- Practical problem-solving skills and initiative.
- Ability to work collaboratively and communicate effectively with teachers, students, and colleagues.
- Attention to detail and commitment to maintaining safe, functional, and inspiring learning environments.
- Flexibility to support exhibitions, performances, and College events outside standard classroom needs.

### **Child Safeguarding**

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

## **Our Commitment to Child Safety**

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

### **Our Vision and Mission**

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit*.

### **Position Description**

**Authorised by:** The Business Manager

**Last reviewed:** October 2025