

MacKillop College



Position Description

Creative Arts Trainee

The purpose of this document is to record an accurate description of the position.

Supervisor: Leader of Learning Creative Arts

The Objective

The primary objective of this role is to complete on the job training requirements and documentation for the award of Certificate Certificate III in Live Production & Services at MacKillop College. Please refer to the outline of duties in the Role Description below. Your role encompasses but is not limited to what is listed below and there may be further requirements to your duties.

You will also be required to undertake the qualification of Certificate III in Live Production & Services.

Award: Education Services (Schools) General Staff Award 2010

Term dates 2020: As per advertisement.

Hours of Work: 38 hours per week (approximately 7.6 hours each day). On occasions you may be required to travel away for excursions, camps or undertake additional hours. This extra time will be in lieu so you will not be required to work during school holidays.

Confidentiality: The incumbent will not at any time during the term of this agreement or at any time after termination of this agreement divulge any confidential information that is related to MacKillop College and students.

You will be provided with a staff handbook outlining other school details that you may require.

Vision and Mission: As outlined by St Agnes' Parish Secondary Schools.

Role Description

- Respecting and upholding the ethos and teachings of the Catholic Church.
- Serving the employer faithfully, efficiently, diligently and exercise all due care and skill in the performance of your duties.
- Preserving and promoting the best interest of the employer and refrain from acting contrary to the interest of the employer.
- The trainee is required to attend Monday morning briefings and staff prayer. Staff meeting attendance is only required upon request of the Principal or Supervisor.
- It is not best practice for the trainee to discipline students. It is however, expected that he/she would challenge students with particular attention to the student code of conduct and the student uniform policy. As mentioned below, this challenge would then be reported to the classroom teacher who would use their discretion to apply suitable discipline.
- Carrying out any reasonable request made by the Principal or Supervisor.
- Liaising with Supervisor, MacKillop staff as required.
- The trainee will work collaboratively with teaching staff. The assistant will also help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning.
- Working with teachers to develop and provide a creative learning environment.
- Working with students individually and in small groups, assisting with student learning experiences.
- Assisting in the integration of students with disabilities and or learning difficulties.
- Implementing and monitoring programs devised by Supervisor or Classroom Teacher.
- Assisting in the preparation of resources.

- Maintaining, organising and storing resources and equipment.
- Assist with the set up and pack up of all ensemble rehearsals.
- Assisting teachers with organising major events.
- Completing basic clerical tasks such as photocopying, filing, ordering.
- Assisting with the organising of parent volunteers.
- Working confidentially and with initiative in all aspects of the role.
- Following the guidelines as set down by the classroom teacher, when giving assistance and when demonstrating and explaining techniques to the students.
- Assisting with student supervision and behaviour management as required.
- Immediately reporting any disruptive or dangerous behaviour to the classroom teacher so that they may deal with it in the appropriate manner.
- Supporting student development and learning.
- Attending meetings and professional development as required.
- Providing any other assistance as required by teaching staff.
- Participating in workplace safety procedures.
- Performing basic first aid.
- Contributing to the health and safety of students.
- Practicing and promoting all WH&S procedures and all Standard Operating Procedures specified for MacKillop College.
- Other duties as directed from time to time.

Specific duties

- Hours - be at work by 8.00am and leave at 4.00pm. Some days it will be necessary to commence earlier and stay until 5.00pm (in preparation for events etc) or overnight if assisting on excursions.

TAFE

- To be completed in holidays/during allocated time during the school day.

Other

- The Creative Arts Trainee would report to the Leader of Learning Creative Arts to determine their availability and role within each individual subject at each site. They will work across Visual Arts, Music, Dance and Drama program.
- Be available to work flexible hours, assisting with a range of events.
- Have skills in IT to download film and video footage to record student work samples and create documents and posters.
- Prepare / maintain inventory of stock including the collection of MSDS
- Clean, organise and maintain store-rooms and work spaces
- Prepare equipment / media for practical classes
- Load / unload kiln
- Assist in the set up and display of artwork and photo galleries on room walls and around the schools
- Assist higher needs students / be a presence around challenging & difficult students
- Download videos from camera to DVD for work samples / resources for students
- Download and print photos
- Research appropriate information, etc for various topics
- Photocopying of class work / work samples
- Assisting with sound and lighting in Drama and Dance
- Assist with the hanging of work for exhibition purposes.
- Create booklets and posters to advertise events.

- Attend excursions and festivals and help set up and with the running of these.
- Setting up and packing up a range of ensemble rehearsals.

Prerequisites

- Be physically fit to carry screens, props and musical equipment.
- Familiarity with notation software programs such as Sibelius, Google Drive and some photo/video editing software.
- Ability to make minor instrument repairs e.g. stringing guitars is an advantage.
- General understanding of audio, staging and vision systems is essential.
- Must have a car and license to pick up and make deliveries.