

# Visual Arts Technician

## Position Description



*De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.*

*De La Salle College is an equal opportunity employer.*

*"The young should be able to see in your wisdom how they should behave."*

*St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)*

### Role Purpose

The Visual Arts Technician supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront.

The Visual Arts Technician supports and works collaboratively with the Visual Art staff in the preparation and set up of practical classes and manages the ordering, storage and good order of Art equipment and supplies.

### Key Areas of Responsibility

The main responsibilities of the position are;

#### 1. Maintenance of College Visual Arts learning environments

- Under the direction of the Learning Area Team Leader – Visual Arts, ensure that effective management systems are in place in the Visual Arts rooms in the College (across both campuses).
- Maintain a register of all art equipment including an annual stocktake.
- Create and maintain risk assessments, including safety data sheets, for the all Visual Arts practical classes.
- Liaise with the Learning Area Team Leader – Visual Arts re equipment purchases and the repair and renovation of Visual Arts facilities as opportunities and needs arise.
- Liaise with the Learning Area Team Leader – Visual Arts on a regular basis re curriculum development and implications for practical classes and equipment requirements.

#### 2. Storage and Repair of Art Equipment

- Ensure orderly and secure storage is maintained in all visual arts learning areas.
- Ensure all equipment and tools are in good working order.
- Ensure the cleanliness of equipment too difficult or dangerous for students to clean.
- Carry out or organise repairs of equipment as required.

#### 3. Assistance in Practical Classes

- Construct and design art making activities in consultation with teaching staff.
- Prepare materials, equipment and solutions required for class practical work and teacher demonstration.
- Trial new art making techniques as required to ensure they work satisfactorily.
- Attend excursions as required.
- Support staff by periodically supervising or carrying out agreed practical tasks with students.
- Assist with the storage systems and display of student projects and art exhibitions.

#### 4. Stock Control

- Monitor stock, order supplies and check deliveries.
- Maintain relevant stock records relating to equipment and materials.

### Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

The Visual Arts Technician will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal.

## Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- 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.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

## Occupational Health & Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

## Criteria

### Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection – Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

## Accountability

**Reports to:** Executive Deputy Principal – Staff and Operations and on a day-to-day basis the Learning Area Team Leader Visual Arts

**Internal liaisons:** Staff and students

**External liaisons:** Contractors and suppliers

## Conditions

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Employer Agreement 2022.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

**Classification:** Education Support Officer Category B Level 2  
**Employment Status:** Ongoing  
**Time Fraction:** Part Time (0.40FTE)  
**Hours of Work:** 8:00am to 4:00pm  
**Leave:** 12 weeks annual leave taken during school holidays

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.