



## Position Description

Title:	<b>ARTS TRAINEE</b>
Responsible to:	<b>PRINCIPAL</b>
Report to:	<b>ARTS DOMAIN LEADER</b>
Tenure:	<b>Term 1 – 4 2024</b>
Hours of Work:	<b>Monday - Friday</b> <b>8.30am – 4pm</b>

*The role is a 12-month, full-time employment opportunity through the AFL Sport Ready program hosted by St Francis Catholic College. Trainees are paid in accordance with the National Training Wage. A trainee's salary is based on a 38-hour week and is determined by the year they finish school.*

The Arts Trainee is expected to commit to the Catholic Ethos of the College and carry out the role in a manner that reflects the Vision and Values articulated in the College Mission Statement in accordance with the College Strategic Plan and the School Improvement Plan.

STATEMENT OF DUTIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Demonstrate understanding of the ethos of a Catholic school and its mission.</li><li>• Demonstrate understanding of the Church's teachings and the Catholic staff member's role in the mission of the Church.</li><li>• Demonstrate capacity to instil in students respect for each other by modelling the teachings of Jesus Christ.</li></ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"><li>• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.</li><li>• Provide students with a child-safe environment.</li><li>• Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li><li>• Current Working with Children Card</li><li>• Current Police Check</li></ul>
<b>Key Responsibilities and Duties</b>	<ul style="list-style-type: none"><li>• Assist with the organisation and preparation of materials for visual and performing arts lessons.</li><li>• Assist with ordering and storage of materials in all departmental areas.</li><li>• Assist with the planning and setting up of displays and exhibitions of student work throughout the school environment.</li><li>• Maintain a clean, safe, and organised learning environment that meets the needs of students and teachers.</li><li>• Support the development and maintenance of a best-practice OH&amp;S culture within the workplace.</li><li>• Providing administrative support for the visual and performing arts areas.</li><li>• Work and provide assistance in visual and performing arts classes across all year levels.</li></ul>

## STATEMENT OF DUTIES

	<ul style="list-style-type: none"><li>• At times, working extra hours during the year to assist and attend the annual Art exhibition and school productions.</li><li>• Assist and attend Art Department incursions and excursions.</li><li>• Having an interest in the arts/performing arts fields and working with students.</li><li>• Contribute to the school in a wider context in other curriculum and co-curriculum areas (this may include attending year-level camps).</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• Undertake a Certificate IV in Business.</li></ul>

## SELECTION CRITERIA

<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of child safety.</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting and reportable conduct).</li><li>• Be a suitable person to engage in child-connected work.</li></ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"><li>• Ability to work independently on a range of complex administration tasks.</li><li>• Effective time management and ability to work to strict deadlines.</li><li>• Strong planning and organisational skills.</li><li>• Effective written and oral communication skills.</li><li>• Proficient ICT skills.</li></ul>