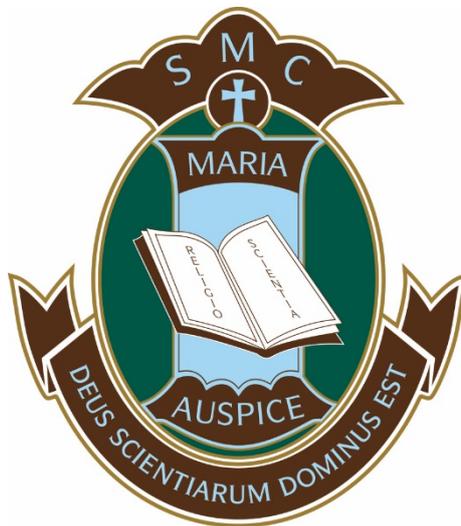


Creative Arts Assistant

Application Package



ST MARY'S  
COLLEGE

Applications Close: Monday 18 July 2022

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>



ST MARY'S  
COLLEGE

# ST MARYS COLLEGE

## Position Description

Title	Creative Arts Assistant
Award	<i>Tasmanian Catholic Education Single Enterprise Agreement 2018</i>
Classification	Teacher Assistant Level 2
Area	Secondary Campus
Reports to	Principal
Key Relationships	Director of Curriculum, Learning Leader Performing Arts, Visual Arts and LOTE
Terms of Employment	Ongoing position, 20.75 hours per week, 0.55 FTE, term time 3 days per week, 8.15am – 4.00pm Commencing July 2022

### Environment

St Mary's College, Hobart is a Catholic school providing education for boys from Year 1 to Year 2 and Girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church, develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

### The Position

The Creative Arts Assistant will be a confident person who has a passion for the Arts. They will also enjoy building relationships with people, possess excellent communication skills and can be relied upon to work autonomously to meet deadlines.

The Creative Arts Assistant is accountable for the effective delivery of quality student and teacher educational support. The role provides support to The Creative Arts Department by facilitating the upkeep of materials, tools and equipment. This includes maintaining all rooms and equipment in a safe and timely fashion with an emphasis on preventive maintenance.

Within the role, the Creative Arts Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The Creative Arts Assistant is responsible to the Principal but will work under general supervision and direction of Learning Leader Performing Arts, Visual Arts and LOTE.

## Organisational Requirements

As an employee in Catholic Education Tasmania

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

## Key Result Areas

- Liaise with the Creative Arts team - Art, Music and Drama teachers - for administrative support
- Arranging servicing and repairs of all equipment and technology
- Stocktakes, management and distribution of stock sheets, ordering, receiving deliveries, and liaison with suppliers
- Maintenance of the art storeroom and all art and new media materials and supplies
- Maintenance of music instrument storeroom and sheet music data base
- Organising and maintaining the costume, prop and tech equipment in drama
- Maintains art acquisition catalogues and labelling
- Assists with exhibitions, concerts and performances
- Maintain the music tutor registry
- Help create and display events posters
- Kiln maintenance, firings and glaze preparation
- Management of digital cameras, photography equipment and photo studio

## Personal Capabilities

- Committed to supporting The Creative Arts staff
- Able to establish and maintain collaborative working relationships
- Be willing to take direction and to learn on the job
- Be willing to show initiative and resolve problems and conflicts in a constructive manner
- Be highly organised with good computer and administrative skills
- Able to interact professionally with colleagues and suppliers
- Able to perform effectively in environments with competing demands
- Able to exercise judgment and discretion in undertaking duties
- Be flexible and dependable
- Committed to professional integrity
- Thrive in a creative team environment

## Evidentiary Requirements

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Accreditation A: Accreditation to work in a Catholic school or willingness to work towards

Desirable

- Current First Aid Certificate
- Experience related to specific support area activity (eg. creative arts)
- Education sector experience
- Protective Handling Practices training
- Manual Handling training

## **Environmental Conditions and Physical Demands**

The Creative Art Assistant will work mostly indoors in classrooms, libraries and other school buildings. The physical demands of the role may involve frequent sitting, walking and fine motor skills, standing, kneeling, squatting/crouching, lifting, carrying, pushing, pulling and reaching. The Creative Art Assistant will be expected to use a variety of teaching aides, specialised equipment and resources and may be required to undertake a range of protective handling and manual handling techniques.

## **Selection Criteria**

***The following specific selection criteria must be addressed by candidates in their application:***

- Outstanding customer service skills and a demonstrated commitment to undertaking what is required to ensure customers/stakeholders are satisfied
- Demonstrate appropriate levels of skill, accuracy and knowledge application in designated area of work
- Strong organisational and interpersonal skills, including the ability to manage information and correspondence with confidentiality, discretion, and diplomacy
- Excellent written, verbal, and electronic communication skills
- A proven track record in building positive relationships with a range of people
- An ability to work in a team environment and to be flexible and supportive of others

## Appendix 1 - Standard Role Requirements for all Positions

### Catholic Education Tasmania Requirements

- Support the mission of the Catholic Church.
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement.
- Support the Vision and Mission statement of the individual school.
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life.
- Uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

### Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.

### Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

### Resources and organisation

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

### Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
  - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

## Additional Position Information

Start date:	July 2022
Tenure:	Ongoing 20.75 hours per week, 0.55 FTE, Term time
Classification:	Teacher Assistant Level 2
Hours of Work:	8.15am – 4.00pm (3 days per week)
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement

## Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you have:

### Final Checklist for Applications

- Read the Position Description which contains the Essential Requirements and Selection Criteria.
- Included a cover letter (which includes the reasons why you are seeking a position within Catholic Education Tasmania).
- Addressed the Selection Criteria. Applicants that do not address the selection criteria cannot be considered for the position.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. (Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview)
- The names and contact details of two recent referees.

Your application is to be submitted via the St. Mary's College website by clicking on the "online application form" link.

<https://www.smc.tas.edu.au/employment/>

**CLOSING DATE FOR APPLICATIONS: Monday 18<sup>th</sup> July 2022**

### Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Coordinator on (03) 6108 2560 or [hr@smc.tas.edu.au](mailto:hr@smc.tas.edu.au)