



Saint Ignatius College Geelong Role Statement

Education Support Officer – Technology Assistant – The Arts

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- *College's Catholic Ethos,
- *College's Ignatian Ethos,
- *College's Child Safe Policies and Procedures
- *CECV Statement of Principles Regarding Catholic Education

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Overview of Role

The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the characteristics of Jesuit Education. The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. This person will ensure that all professional contact with the college community is positive and welcoming and promotes the College Ignatian Ethos

This is a hands-on role. You will be required to assist the teaching staff in The Arts area as per allocated time. The Arts technician would report to The Arts Learning Area Leader and would provide general and expert assistance to the faculty. Due to the amalgamation of Music, Performing Arts and Visual Arts a technician will help facilitate, document and showcase quality learning across The Arts. The work load in this area will be varied and shared amongst staff from The Arts. Other duties may be requested by the Learning Area Leader and the timetable and daily requirements will be varied.

- Direct accountability is to Learning Area Leader – The Arts

Specific Duties

- Assist with collection and distribution of ordered and repaired musical, visual art and performance equipment
- Assist with repairs and maintenance of equipment across The Arts
- Assist with organising and loading of musical/theatre equipment for external performances
- Assist during and with setting up musical equipment for performances
- Liaising with the Potato-shed staff to ensure IT equipment and classrooms are functional
- Assist with external excursions and incursions
- Openness to learning new skills E.g. (stringing guitars) to assist specialist staff across The Arts.



Saint Ignatius College Geelong

Role Statement

Education Support Officer – Technology Assistant – The Arts

- Ensure specialist resources are readily available, ordered, collected and maintained, including, art supplies, photographic equipment, lighting/sound, sets and musical equipment
- Assist with the set-up of practical classes across The Arts
- Provide students and staff with technical and creative advice
- Maintain stock or supplies by Ordering/receiving/stocktaking all supplies – visual, technical, performance and musical
- Maintain MSDS register – Visual Arts
- Maintain store rooms – Art supplies, Digital equipment, costume and musical equipment
- Maintain art supply trollies
- Maintain and print student works - ink jet printers, photographic prints and 3D printing
- Ensure the Arts rooms are neat, tidy, safe, and well organised

Faculty promotion and student displays

- Production - backstage and binding scripts
- Creating an online gallery to showcase The Arts - continually upgrade – Virtual gallery connected to school website
- Scanning, photographing and documenting student art work
- Uploading student work onto google drive for exemplar work
- Art exhibitions and community involvement junior, middle school and senior
- Mounting, installing and rotating art works in both school galleries - EDCC gallery and Loyola gallery
- Curation of school exhibitions
- Assist with mounting, installing and moving Artwork for MOSAIC
- Assist with promotion of the Arts through College newsletter and social media – Instagram/Facebook p
- Create and maintain an inventory of all equipment and maintain a stock list of all materials and perform regular stock take
- Collect and check against invoice against order and delivery docket, unload and store orders as required
- Maintain and update the risk assessments for practical activities that are potentially hazardous.
- Report immediately any risks or hazards in the area to the LAL of The Arts

Key Skills

- Driver's license and car
- Art and Design related skills – mounting, scanning, printing and curating
- Experience working with secondary students
- Experience in art/design or music
- Photographic and film skills
- Website experience or willingness to learn
- Ability to prioritise work schedule and meet agreed deadlines

Personal Characteristics

- Personal pride in delivering quality work
- Ability to work hard without close supervision
- Excellent management and organisational skills
- Initiative and strong work ethic
- Attention to detail
- Creative and critical thinker
- Ability to remain calm under pressure
- Ability to respond to concerns promptly and professionally
- Ability to safely meet the physical demands of the role
- Ability to demonstrate confidentiality, loyalty and professionalism.
- Ability to work with others and in a tea



Saint Ignatius College Geelong

Role Statement

Education Support Officer – Technology Assistant – The Arts

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

Have a demonstrated understanding of Victoria's 11 Child Safety Standards

Have a demonstrated understanding of appropriate behaviour when engaging with children

Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.

Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

Provide students with a child-safe environment

Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety

Maintain currency of Child Safe training

Demonstrate a duty of care to students in relation to their physical and mental wellbeing

Proactively monitor and support student wellbeing

Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values

Implement strategies which promote a healthy and positive learning environment

Attend all school assemblies

Attend school liturgical celebrations

Attend school organised activities relevant to house or year level, as required

Responsibility for the behaviour of all students

Responsibility for the appearance of all students and to model appropriate dress by adhering to the dresscode policy as published in the staff handbook

Professional Development

Commit to ongoing professional development in relation to your role

Be open to researching areas of interest relevant to directions provided in the school's strategic plan

Continue development of ICT skills as technologies evolve

Participate in the staff appraisal and review process annually

Be an active member of a relevant professional association as duties permit

Support collegial learning

Participate annually in Ignatian professional development

Maintain currency of first aid, mandatory reporting and anaphylaxis training

Uphold the professional standards expected of this role

Co-Curricular Involvement

Support and be involved in the co-curricular program

Proactively encourage students to participate in co-curricular activities

Act as a role model for participating students

Create and maintain a safe environment in which students may enjoy their participation



Saint Ignatius College Geelong Role Statement

Education Support Officer – Technology Assistant – The Arts

Oversee the provision and care of relevant equipment materials and first aid requirements

Where appropriate, nominate participating students for awards

Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

Develop and maintain, at all times, collegial and professional relationships with colleagues

Be respectful of spiritual and social values of the college

Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner

Support a performance and development culture

Adhere to all College Policies and Procedures

General and School Community Administrative Duties

Contribute to a healthy and safe work environment for yourself and others and comply with all safework policies and procedures

Demonstrate duty of care to students in relation to their wellbeing

Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day/Tours, Mosaic Evening and other events as required by the Principal

Attend staff liturgical events and staff faith development days

Use Information and Communications Technologies to enhance administration procedures

Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries

Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities

Contribute to the life of the College by participating in College functions, events, etc.

Other duties as directed by the Principal

Time Allocation:	Category "B" Hours 8.45 to 3.15pm 6 hours per day (30 minutes for lunch) (approximately 3 days x 6 hours per day FTE 0.48)
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate
- Level 2 First Aid