

## LEARNING ASSISTANT – ART FRIENDS' PRIMARY YEARS (MORRIS)

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POSITION HOLDER:	Vacant
PERIOD OF APPOINTMENT:	Fixed-Term – 23 January 2023 – 13 December 2023
POSITION REPORTS TO:	Head of School – Early Learning to Year 6
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2022 – General Staff Classification Level 4
STUDENT CARE:	Yes
HOURS:	13 hours per week during term time

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### P U R P O S E

To provide teaching support to students in their Art classes in the day-to-day delivery of education within the School.

### P R I M A R Y D U T I E S

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Working within the curriculum to provide specialised assistance to our students through support from the Classroom teacher.
- Providing guided supervision or appropriate support to students in the whole class, small groups or individually, having the understanding and ability to work with students.
- Undertake a wide variety of tasks and roles of varying complexity.
- Develop a working relationship with Teachers and Learning Assistants in a range of classes and subject areas.
- Assist with the general day to day operations or logistical needs of the curriculum program or class activities.
  - Preparing, cleaning and maintaining art equipment and facilities for student activities
  - Maintaining supplies and the Material Safety Data Sheet (MSDS) Records
  - Packing the kiln
  - Assist in setting up displays of student work
- Support the Classroom teacher with general record keeping and update of student notes on various school systems.

- Any other reasonable teaching support duties in line with skills and requirements of this role.

#### KEY RELATIONSHIPS

- Teachers from Kindergarten to Year 6
- Other Learning Assistants and Teachers in the School
- Maintenance Staff

#### DELEGATIONS

- Nil

#### SELECTION CRITERIA

The successful applicant will:

1. Have an understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Have a Certificate III in Educational Support and / or equivalent experience / qualification as deemed by the School.
3. Have a high level of interpersonal skills in dealing with, staff students and parents.
4. Demonstrate proven organisational skills, including an ability to prioritise tasks.
5. Show Knowledge and interest in the creative process of art and an understanding of how art materials can be used.
6. Have the ability to assist with the guiding supervision of students within the classroom and ability to provide technical support.
7. Have a current registration to Work with Vulnerable People (employment) and National Police Check (obtained within the last 12 months) and COVID-19 Vaccination certificate.
8. Have the ability to work safely in a school environment and be fit to carry out the duties of the position including doing a range of physically demanding tasks such as moving clay and packing kiln. Knowledge of workplace safety practices related, but not limited to, lifting, general maintenance, kiln packing and unpacking, firing emissions, mixing glazes and chemical hazards.
9. Show strong support for The Friends' School Purpose & Concerns, Learning Principles and Learning Partnership Understanding.

## C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

### **Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

### **Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: .....

Date: .....

Signature: .....