

POSITION DESCRIPTION

Art Teacher Assistant (Primary)



JOB

CLASSIFICATION

Position title:	Art Teacher Assistant (Primary)
Reports to:	Head of Primary
Employment type and tenure:	Part-time, Term time (0.12 FTE) This position works from 8:30am - 3:15pm each Friday during school term times plus Week '0' (39 weeks per year).
Department / School:	Primary School
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2021
Position classification:	School Officer Level 2
Last updated:	August 2024

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Primary Art Teacher Assistant supports the Art Specialist teacher in the delivery of programs. Routine problem solving, initiative and judgment are applied when assisting the Teacher or supporting students.

Primary relationships

- Reports directly to the Head of Primary.
- Works closely with the Art Specialist in the Primary school and maintains collegial relationships with all co-workers.
- Liaises with students and other members of the Flinders community.

Main responsibilities

- **Supporting Classroom Activities:** Assist in the implementation of individual, small group, and whole-class activities as planned by the teacher. This includes direct support in lessons, ensuring materials and resources are prepared in advance to promote effective student learning.
- **Student Support:** Provide guidance and assistance to students under the teacher's direction. This includes helping with classroom tasks, interventions, and special programs aimed at improving student outcomes.
- **Resource Management:** Organise and maintain classroom resources, ensuring that materials are readily available and conducive to a positive learning environment.
- **Playground and Extracurricular Duties:** Perform regular playground supervision, ensuring student safety and positive play experiences. Assist during co-curricular and extra-curricular activities when required. Support with Art events at the College such as preparing for the Primary Art Show.
- **Intervention Programs:** Support the delivery of small group and individual intervention programs designed to address specific learning needs or behavioural goals.
- **Administrative Support:** Provide administrative support for the Art Specialist with administrative tasks such as document preparation, data entry, and communication with parents or stakeholders.
- **Room and Display Preparation:** Assist with classroom set-up, including the preparation of displays, learning environments, and resources tailored to lesson objectives.
- **Meetings and Professional Development:** Attend meetings as required and engage in continuous professional development opportunities to enhance skills relevant to the role.
- **Lost Property Management:** Ensure that lost property is organised and distributed appropriately.
- **WHS Compliance:** Actively comply with Work Health and Safety (WHS) regulations by adhering to all safety protocols and reporting hazards or incidents as required. Contribute to maintaining a safe and healthy work environment for staff and students.
- **Completion of Training:** Complete all core and compulsory training programs required by the College, including any mandated health and safety, child protection, or professional development training.

- **Other Responsibilities:** Undertake other duties as directed by the Head of Primary School to support the effective operation of the school.

ABOUT YOU

Person specification

Essential qualifications

- Positive Working with Children Check (Blue Card) or eligibility to obtain
- Relevant qualifications, including a Teacher Assistant Certificate III or equivalent professional experience.
- A current First-Aid Certificate including CPR

Knowledge, experience and attributes

- Demonstrated experience working effectively as a Teacher Assistant or in a similar role in an educational environment.
- Demonstrate a strong passion and keen interest in Visual and Media Arts.
- Effective communication skills both written and oral with proficiency in technology skills including Google Suite, database tools, email, iPads.
- Proven ability to work as a positive and constructive member of a team with a professional, courteous manner with students, parents, visitors, staff and other members of the public
- Ability to work effectively as part of a team while maintaining a professional, courteous demeanour.
- Strong time management skills, with the ability to handle multiple tasks simultaneously while prioritising workload efficiently.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.