

# PERFORMING ARTS ASSISTANT

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Head of Performing Arts – Donnybrook/Kalkallo Subject Coordinator The Arts – Primary (Donnybrook/Kalkallo)</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Fraction:</b>	<b>Part-time 0.6FTE (5 weeks' paid annual leave, 8 weeks' unpaid annual leave pro-rata)</b>
<b>Salary:</b>	<b>General Staff Level 2</b>
<b>Hours:</b>	<b>38 Hours per week; 8:00am-4:06pm Monday to Friday (0.6 pro rata)</b>
<b>Location:</b>	<b>Kalkallo Campus</b>
<b>Prepared:</b>	<b>February 2023</b>

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## Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. Last year, the first classes for the new campus commenced and are accommodated at the Donnybrook campus, to soon move to the new site in Term 2.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The purpose of the Performing Arts Assistant is to provide general administrative and day-to-day support to the Head of Performing Arts and teachers facilitating the Performing Arts curriculum and co-curricular activities.

The Performing Arts Assistant will work under the direction of the Head of Performing Arts – Donnybrook/Kalkallo and the Subject Coordinator The Arts – Primary (Donnybrook/Kalkallo). They also liaise very closely with the Subject Coordinator Performing Arts – Secondary.

The Performing Arts Assistant has an important part to play in supporting the delivery of the highest quality teaching, learning and co-curricular programs at Hume Anglican Grammar.

The Performing Arts Assistant is very organised and self-disciplined, has high standards, strives to improve their own practice, and makes efficiencies in the school setting.

The Performing Arts Assistant operates in collaboration with their respective peer assistants – Visual Arts Assistants, School Technician, Teacher Assistants, School Assistants and Learning Assistants.

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## Nature of the Position

The Performing Arts Assistant works 39 weeks of the year, which includes the 38 term weeks and the week prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm three days per week including a 30-minute meal break.

It is expected the Performing Arts Assistant time will be allocated predominantly at the Kalkallo and Donnybrook campuses in 2023. In 2024, the position will be based at the Kalkallo campus. This remains at the discretion of the line managers and will be adjusted according to operational demand.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Performing Arts Assistant will provide general administrative and practical assistance to the staff across the School.

### Responsibilities include:

#### Performing Arts – Instrumental Music

- In consultation with the Head of Performing Arts – Donnybrook/Kalkallo, coordinate teaching rosters for Instrumental Music Teachers
- Coordinate all aspects of the enrolment of students into Instrumental Music lessons at Donnybrook and Kalkallo
- Maintain accurate student attendance records
- Contact parents if Instrumental Music lessons are missed
- Liaise with Accounts to ensure that Instrumental Music accounts are accurate, including invoicing and credits
- Liaise with the Head of Performing Arts – Donnybrook/Kalkallo and the Deputy Principal's EA to ensure prompt and efficient handling of documentation in order to pay Instrumental Music Teachers.

#### Performing Arts – Co-curricular

- Assist in the administration of school performances, productions and concerts (e.g. bookings, programs, etc.)
- Assist with the maintenance and inventory of music assets
- Support the Head of Performing Arts to complete ensemble administration
- Work with audio and PA equipment
- Provide technical and production support for performances, productions and concerts, as required.

#### Performing Arts – Curricular

- Provide general assistance to Performing Arts teachers at the Donnybrook/Kalkallo campuses in the performance of their duties
- Assist with the collection, preparation and distribution of classroom resources
- Undertake general administrative tasks such as data entry, photocopying, collation, filing and similar clerical duties
- Support teaching staff to maintain and promote a safe and secure learning environment for all students.

#### General

- Operate within the team in supporting its mission

- Other duties as directed by the Principal.
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## Qualifications, Skills and Experience

### Essential

- Highly proficient computer skills in the MS Office suite including Outlook and Word
- Demonstrated relevant experience in a similar role as a Performing Arts Assistant
- A current Working with Children Check.

### Desirable

- Experience working in a school setting
  - Ability to learn and effectively use new software programs.
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## Personal Qualities

### Essential

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
- Outstanding organisational skills, planning, and ability to operate efficiently and effectively
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community
- Outstanding attention to detail
- Personal sense of initiative, enthusiasm and high energy
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner.

### Desirable

- Demonstrated interest in ongoing personal professional development.
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## Key Selection Criteria

1. Experience working in a similar role
2. Outstanding organisational skills, planning, and ability to manage information systems
3. The ability to build and maintain strong relationships with students, staff and parents.

**This Position Description may be altered from time to time to meet the operational needs of the School.**