



JOB DESCRIPTION

Title	The Arts – Educational Support Officer		(Music, Drama & Visual Arts)
Classification Level	ESO 4.2 Permanent Part Time	Line Manager	The Arts Faculty Coordinator
Sub-school	Middle / Senior School	Reporting to	The Arts Faculty Coordinator Business Manager

PURPOSE OF THE POSITION

The Arts ESO is accountable to the Principal for the provision of any curriculum support services in the classroom and administratively so that educational objectives are met.

ADDITIONAL REPORTING RELATIONSHIPS

The Arts ESO takes day-to-day instruction or guidance from the Arts Faculty Coordinator.

SUMMARY OF WORK REQUIREMENTS

1. Assist and support teaching staff with the preparation and operation of classes and events by:
 - a. Set up and organisation of teaching spaces,
 - b. Set up and maintenance of performance, studio and rehearsal spaces,
 - c. Checking that art supplies, equipment, musical instruments and props are maintained, available and fit for purpose,
 - d. Preparing resources required for lesson delivery,
 - e. Assisting students (usually one-to-one, or small groups under the direction of the teacher),
 - f. Set up and assistance with student performances and exhibition of work.

2. Be responsible for maintaining order of facilities and ensuring availability of resources:
 - a. Maintaining safe and organised storage spaces,
 - b. Ensuring safe, clean and hygienic conditions are maintained,
 - c. Maintaining an inventory of stocks/supplies,
 - d. Maintaining general protective equipment and/or clothing.

3. Undertake care and maintenance of equipment by:
 - a. Checking items and ensuring that equipment is in working order;
 - b. Liaising with staff when necessary to facilitate repairs; and
 - c. Carrying out minor repairs or maintenance.

4. Provide administrative support by:
 - a. Duplication and compilation of Teaching materials;
 - b. Purchasing and maintaining supplies;
 - c. Assisting staff with exhibitions, performances, excursions and events.



5. Contribute to a safe and healthy workplace by:
 - a. following WHS instructions and policies;
 - b. reporting accidents and hazards;
 - c. generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction; and
 - d. actively participating in rehabilitation and return-to-work programs.
6. Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.
7. Where appropriate opportunities present, becoming involved in the life of the School, including attendance at staff meetings, and involvement in School events.

ESSENTIAL CRITERIA

Attributes that must be held in order to perform the job to a satisfactory standard.

Qualifications, education and professional memberships

1. Working With Children Check (WWCC)
2. Child Safe Practices Completion

Abilities, aptitudes and skills

1. It would be highly desirable to possess skills in Music and Performing Arts Audio and Lighting engineering/mixing area (e.g. sound checks, rehearsal, lighting design)
2. Good written and verbal communication skills
3. Ability to relate well to students, staff and parents
4. Ability to negotiate desired outcomes, flexible and adaptable attitude
5. Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities
6. Ability to work as part of a team and independently when required
7. Shows initiative
8. Ability to quickly adapt to and learn new skills
9. Good administrative skills
10. A degree of physical fitness is required for this position
11. An understanding of material products and the way they work and behave in a physical environment

General Knowledge

1. Basic understanding of Sound and Lighting processes and hardware
2. Basic understanding of Ordering and stock control processes
3. Basic understanding of Information Technology including music software programmes and office suite of programmes.

A great team builds a great school

We believe that excellence in the Education Sector begins with an excellent team of staff.

We are looking for passionate, qualified personnel to join our vibrant school community. You will need to demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.

An application form, obtainable by calling (08) 8261 3377, must be submitted in order to be considered for any advertised position.

Please note that employment for all non-teaching positions require the applicant to hold a current Police Record Check, and currently hold or undertake a Child Safe Environments certificate.

About Cedar College

A ministry of CityReach Baptist Church > Oakden.

Cedar College is an R-12 co-educational Christian school situated in the suburb of Northgate, South Australia, 8 km north-east of the Adelaide CBD. Encompassing both Primary School and High School, Cedar College caters for students from Reception (Foundation) through to Year 12.

Cedar College was officially opened in February 1997 with just 34 students. A distinctly Christian school, Cedar College seeks to provide a Christ-centred and caring environment.

Today Cedar College has over 800 students and is still growing in both numbers and facilities. The most notable recent additions are the Creative Arts Centre, the two-storey Resource Centre and Administration Block, and the Cedar College Sports Centre.

Our Name

The name 'Cedar College' is derived from Psalm 92 v 12 which outlines the growth of a righteous person, pictured as a cedar tree, growing to become strong and vital and leading a fruit-bearing life.

Our Purpose

The purpose of Cedar College is to prepare students for real life as they discover Jesus, display love and develop self.

Our Goals

Discover Jesus. We believe that real life is found in knowing Jesus Christ, and we regularly encourage our students to discover Jesus for themselves.

Display Love. Our students are challenged to display honesty, compassion, truth and love, within the school community and also around the world.

Develop Self. We value high standards in education. Our students are challenged to reach their full potential, through access to high quality education. Students are treated as unique individuals and guided personally towards their future goals and aspirations

One School, three Departments

Cedar College is divided into three departments – Primary School (Reception to Year 6), Middle School (Year 7 to Year 9) and Senior School (Year 10 to Year 12). These departments allow students to develop academically and socially at an appropriate level and provides a facility that offers a complete education from Reception through to Year 12.

