

POSITION DESCRIPTION

AFL Trainee – Arts

POSITION	AFL Trainee – Arts
RESPONSIBLE TO	Head of Arts and Technology
CLASSIFICATION	Traineeship Employed by AFL Art Ready
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the AFL Art Ready Trainee Collective Agreement (and any amendment) • Remuneration is in accordance with the AFL Art Ready Trainee Collective Agreement (and any amendment)
PREPARED BY	Principal Head of Arts and Technology
ISSUE: 01	DATE: November 2024

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation’s policies and procedures.

The trainee is seen as an essential addition to the Arts and Technology Faculty. Hence his/her involvement or assistance in activities on a day-to-day basis will be overseen by the Head of Arts and Technology.

1. Assist the Head of Art and Technology

- a. Assist staff in Years 7-12 Arts and Technology Classes
- b. Keep the Art, Textile and Drama storeroom neat and tidy
- c. Order materials for the curriculum as directed by the Head of Learning
- d. Prepare purchase orders for materials and excursions

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- e. Maintain health and safety documentation
- f. Maintain safety protocols
- g. Prepare and hang work for exhibition
- h. Maintain gallery space

2. Other

- a. Assist with daily activities / excursions
- b. Participate in school events such as: College masses, Feast days, official staff functions, attendance at Faculty and staff meetings
- c. Complete the requirements as outlined by the AFL ArtsReady supervisors (for example: completing Certificate III/IV, workbooks and attending the workshops throughout the year)

3. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College's professional dress code for staff
- c. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- d. Demonstrate professional and collegial relationships with colleagues
- e. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- f. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- g. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- h. Be familiar with and comply with all College policies and procedures

The trainee will not to be left alone in a teaching or supervising position with students.

Dress requirements are as per the Siena College Staff Dress Code

The trainee will be located in the Art Office