

JOB DESCRIPTION: ART TUTOR

Updated 30 May 2024

<p>Role Description:</p>	<p>On-site group art tutoring for primary school children, Kindy through to Yr 6, at various Canberra locations.</p> <p>Responsible for planning, implementing and teaching art programs and curriculum objectives for <i>artKids</i> primary school students and/or <i>artTots</i> pre-schooler process art program, plus other specific school incursions as required.</p> <p>There are 7 projects per term (4 single week projects, 3 double week projects). Tutors are provided with all lesson plans and materials. Tutors are paid for an hour prep per project. A weekly meeting is held on Friday 1 - 2 pm for sample making – attendance recommended but if missed, a recording is available.</p> <p>Responsible for supervising children before class starts and behaviour management during lesson.</p> <p>Provide in-class mentoring and/or training opportunities for Art Assistants.</p>
<p>Ideal candidate</p>	<p>This is a casual position in the after-school time slot of 3 – 5 pm. This role would suit those looking to supplement their regular income or retirement pensions, who are studying either Education or Visual Arts, or mature professionals seeking a career change with transitional skills.</p> <p>In particular, the role would suit:</p> <ul style="list-style-type: none"> • Artists looking to supplement their daytime arts practice. • Semi-retired or transitioning-to-retirement teachers or LSA staff looking to step back from pressure of report writing and unpaid hours of extra curricula activities and focus on what they love doing – teaching! • Freelance design industry contractors who want to supplement fickle income with a steady, reliable stream for 40 weeks a year. • We can guarantee 9 or 10-week term afternoons and potentially offer school holiday and school incursion work as it arises. • As the business grows, opportunities to transition to other areas of the business based on skills. • Willing to invest time and training in the right candidate.
<p>Classification</p>	<p>Miscellaneous Award - Tutors</p>
<p>Job Type:</p>	<p>Casual (prefer a minimum 3 days per week plus Friday training and team meeting)</p>
<p>Hours per week:</p>	<ul style="list-style-type: none"> • Face-to-face per tutor session: 2 hours after school (3-5 pm) - please see Breakdown of Tutoring Time at the end of this document. • Paid Prep/Meeting time: Additional 10 hours of paid prep/meeting time during term allocated as: 7 hours for term project prep plus meetings on Friday held 1-2 pm before Tutors head to class to teach. These meetings are sample prep times (Trainee Tutors attend 12-1 for more specific training too). • Additional hours may be required for school holidays and incursion work and will be negotiated and paid accordingly.
<p>Department/ Location:</p>	<p><i>artKids</i> classes are held onsite at schools or within easy walking distance from the school to Scout, Church, or Community halls throughout Canberra. The position requires the Tutor to be flexible in where they can work and must have access to a car as they need to be able to transport art cart materials and students work weekly. We cannot have our Tutors relying on public transport due to our Duty of Care for children.</p>
<p>Supervisor:</p>	<p>Business Manager; Director</p>

KEY RESPONSIBILITIES AND DUTIES

artKids Art Tutors will possess appropriate expertise and specific experience in the field of art, drawing, design, art history, or art in general, however they may have minimal tutoring experience. Tutors should be comfortable with dealing with students in different age groups and learning capabilities, in a ratio of 1:10 students alone, and up to 24 students with additional Art Assistants. They must be physically fit (no pre-existing back or knee injuries) as often they are required to bend, carry, lift and move art supplies or room hire furniture, or go up and down stairs at different sites.

Key responsibilities are tutoring, supervision, training assistants, project work and is not limited to:

Tutoring (Plan, Prepare, Teach):

- Plan, prepare and teach the supplied lesson plans for group tutoring sessions for students from K to Yr 6, scaling up or down the agreed upon projects according to individual student needs.
- Provide input and student feedback for *artKids* term and holiday program as well as preparation for any individual extension student learning, to be undertaken within the allocated prep time outlined.
- Be mindful of any barriers to students' learning needs and be able to modify the lesson or environment (eg, adapting seating, table arrangement, breakdown of the way lesson is taught) in consultation with and support of *artKids* management team.

Supervision and Administration:

- Provide care and supervision of students at after-school collection and pick up, afternoon tea period as well as during classroom activities.
- Use positive behaviour management techniques for classroom behaviour, including those children with identified learning needs (see *artKids* Policies and Procedures).
- Maintaining weekly contact with Supervisors in relation to managing any behaviour issues and appropriate action in line with our Three-Week Behaviour Management Policy. Tutors are not expected to communicate behaviour issues to parents – the Admin Team will do that.
- Understanding and implementing *artKids* policies, procedures and routines and the requisite basic administration skills, including use of Microsoft Sharepoint and Teams for communication. In addition, Tutors will need to use the Enrolmy app check-in/check-out system and standardised use of Notes for Admin to reconcile attendance.
- Always maintain student privacy of information.
- Establish relationships and interactions with children by attending to their physical, social and emotional needs on an individual or group basis. This includes recognising when a child needs assistance and attending to appropriately according to *artKids* Policies and Procedures.
- Meet health, safety and relevant insurance requirements and work in line with child protection regulations in accordance with the ACT Government's Community Services 'Keeping Children and Young People Safe' training.
- Maintain cleaning, disinfecting and pack up of teaching space and equipment in line with *artKids* Covid-Safe Plan and ACT Government Covid-Safe regulations.
- Where required, supervising food distribution in line with relevant policies and procedures.
- Undertake administration/project roles in relation to specific projects on an as-needs basis.

Mentor:

- Provide training and direction to develop Assistant Art Tutors both in a supervisor capacity, managing children's behaviour and art skill-sharing regarding weekly projects. Tutors need to build a good relationship with their Assistants to get the best out of them in the class situation.

Professional Development:

- Maintain current knowledge of various art teaching skills and techniques through staff online learning through membership-subscription websites supplied by *artKids*, as well as proactively seeking out and improving own art skills.
- Attend, understand and implement behaviour management or other training as required.

OTHER DUTIES/RESPONSIBILITIES	
<ul style="list-style-type: none"> Attend additional ad hoc meetings as is deemed required in consultation with the team. Provide group tutoring during School Holiday programs and school incursions as negotiated. 	
SKILLS & EXPERIENCE	
Desirable Qualifications:	<ul style="list-style-type: none"> Mandatory: A current Working with Vulnerable People Card (WWVP) Mandatory: First Aid Certificate (HLTAID004 Provide an emergency first aid response in an education and care setting plus HLTAID001 Provide Cardiopulmonary Resuscitation) Desirable: Senior Secondary High School Certificate or equivalent OR Certificate IV Education Support (or working towards it) OR working towards Tertiary studies in art, design, teaching, etc
Required Experience:	<ul style="list-style-type: none"> Experience in arts area, as an artist or passionate about art and drawing Experience working with children as teacher, in Out of School Hours Care situation, or in a volunteer capacity (Scouts, sporting groups, etc) Confident dealing with behaviour management of students in class situations. On-the-job training provided.
Required Skills:	<ul style="list-style-type: none"> Demonstrated ability to supervise and manage children’s behaviour in both indoor and outdoor setting. Demonstrated ability and enthusiasm in art and drawing. Passion for sharing your knowledge with others and some knowledge of different teaching methods and learning styles (can be volunteer roles). Demonstrated common sense. Reliable and honest, with good communication and presentation skills. The ability to relate well to students and adults from a range of backgrounds. Excellent time management and organisational skills. Be understanding, patient and tolerant of different learning needs. Be enthusiastic, positive, open-minded, adaptable to new ways of doing things. Must be physically fit (no pre-existing back or knee injuries) as the role may involve crouching at small children’s levels, lifting and moving art supplies, trestle tables and chairs, carrying materials up and down stairs, etc.
Useful experience:	<ul style="list-style-type: none"> Working in creative arts areas, eg, artist, designer, photographer, performer Experience in school education system as Learning Support Assistant Teaching or coaching adults or school children Volunteer work with children such as Scouts, Guides, youth worker, etc. Good work ethic - reliable, punctual, good communication skills, common sense, pro-active self-starter employee
Performance Goals:	<ul style="list-style-type: none"> To assist in all areas of tutoring to ensure an enjoyable art experience. To increase student enrolments through recommendations (word-of-mouth) by demonstrating a high calibre of service and skill.
BREAKDOWN OF TUTORING TIME - TO ENSURE SET UP AND PACK UP WITHIN ALLOCATED TIMEFRAME	
	<ul style="list-style-type: none"> 3.00 - 3.15 pm - collect students, mark attendance, supervise afternoon tea. 3.15-3.30 pm - set up room (if Assistant is available to supervise students, otherwise students will need to come with Tutor and assist with set up) 3.30 - 3.45 pm - warm up drawing game or activity relating to project 3.45 - 4.00 pm - discussion of Art Connection (visual thinking strategies) with project; demonstration of art skill or technique 4.00 - 4.40 pm - students practice and work on project 4.45 pm – five-minute warning for Pack Up Time - students assist with this. 4.55 pm - Take students to parent collection point. If Assistant is assigned to the class, they continue with final clean up. 5.00 pm - Students collected.