



Epsom Girls Grammar School

Art

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Visual Art Technician (Teacher Aide)
Tenure:	Permanent, Part Time Support Staff
Hours:	15 hours per week, term time only
Responsible to:	HOD Visual Art
Reporting to:	HOD Visual Art, Assistant HOD Visual Art and HOD Photography
Working relationships with:	Students, teaching staff and support staff

Primary responsibility: To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the Visual Arts Learning Area.

Key Tasks:

- Managing departmental stock orders
- Re-stocking classrooms and resource area
- Documenting moderation and assessment materials
- Managing and maintaining digital equipment
- Administrative tasks in support of the Visual Arts team
- Managing the Visual Arts resource library
- Assist the Photography department with resources, including chemicals

Key Skills:

- Competency in the Visual Arts
- Adept in Visual Arts computer programmes
- Have the ability to work independently and show initiative
- Able to communicate effectively with others

The successful applicant should be:

- Passionate about the Visual Arts or creative industries
- Motivated and demonstrate a willingness to support the Visual Arts Department
- An excellent communicator
- A team player
- Competent in computer skills and experienced in using the google suite,
- Familiar with using digital equipment: copier; scanner and digital camera
- Able to use practical workshop equipment safely to prepare materials efficiently and accurately for student and teacher use
- Efficient with resource management in a timely manner
- Able to work with staff to prepare classroom resources