



## **SACRED HEART GIRLS' COLLEGE**

### **POSITION DESCRIPTION**

#### **PHYSICAL EDUCATION / SPORT / OUTDOOR EDUCATION ASSISTANT**

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Physical Education/Sport/Outdoor Education Assistant reports to the Director of Sport, the Director of Outdoor Education and the Learning Leader Health and Physical Education.

The Physical Education/Sport/Outdoor Education Assistant position has been established to assist in the administration, coaching, communication and general developmental needs of the College's Sporting, Physical Education and Outdoor Education Program.

#### **Major Duties**

The Physical Education/Sport/Outdoor Education Assistant will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

The Physical Education/Sport/Outdoor Education Assistant is responsible for completing tasks in accordance with directions in established policies and procedures. The Assistant is also responsible for a courteous and efficient level of service together with accurate and timely administrative, operational and developmental support.

The ability to maintain appropriate levels of confidentiality is expected.

#### **The key objectives of the role are to:**

- Liaise with the Director of Sport, the Director of Outdoor Education and the Learning Leader Health and Physical Education on a daily basis
- Attend regular meetings with the Director of Sport, the Director of Outdoor Education and the Learning Leader Health and Physical Education as required
- Undertake tasks which will range from daily tasks, weekly responsibilities and ongoing projects
- Act at all times as a positive role model to students
- Support the ethos of the College and its practices and policies
- Display and confirm the positive outcomes associated with the involvement within Sport, Physical Education and Outdoor Education

- Provide pastoral and curriculum support to students as directed and required.

**The key duties for this role include:**

- Act as a classroom assistant/teacher aide during Physical Education classes as required
- Set up and pack up of Physical Education class equipment as required
- Be involved in the coaching of sporting teams
- Support the Director of Sport and the Director of Outdoor Education with administration tasks as requested
- Assisting in the organisation of school carnivals and associated sporting events
- Attendance on school camps and excursions as required
- Attendance at SEGAP afterschool sporting events and SCSA sporting events
- Maintenance of sporting equipment
- Stock control of College sports uniform items, including the allocation, recording, maintaining and overseeing of returns
- Preparation of equipment and kits for sporting competitions
- Preparation and maintenance of first aid kits for sporting activities
- Assist in the organisation and delivery of events during Physical Education Week
- Assist in the organisation and delivery of special events
- Maintain trophy displays and the sport notice board
- Enter and confirm sports results as applicable
- Maintain sports storeroom and stock control, advise and recommend purchases as required
- Assist in the preparation of handbooks for sports coaches and Physical Education curriculum handbooks
- Perform video and camera tasks when required
- Attendance at Sport, Physical Education, Outdoor Education and staff meetings as required
- Other duties as directed by staff

**Key Contacts:**

- Sport Administrator
- Learning Leader Health Sciences
- Learning Leader Outdoor Education
- Deputy Principal - Student Wellbeing
- Deputy Principal - Learning and Teaching
- Business Manager
- Office Manager

## Qualifications, Knowledge, Skills and Experience

### *Essential*

- Successful completion of VCE
- Demonstrated interest in the field of Sport and Recreation
- Quality communication, organisation and time management skills
- Willingness to work flexible hours
- Level 1 First Aid (incorporating CPR)
- Working With Children's Check (WWCC)

### *Desirable*

- Experience in working in a team orientated environment
- Driver's Licence
- Capacity and willingness to learn about sport, recreation and school organisations
- Capacity and willingness to develop skills in administration, marketing and operations of an educational based sporting program

## Variation to Role

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

## Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

<b>Reports to</b>	Directors of Sport and Outdoor Education, Learning Leader Health and Physical Education
<b>Internal Liaisons</b>	Staff, students
<b>External Liaisons</b>	Sporting associations, venues, sports and outdoor education providers
<b>Conditions</b>	Education Support Employee, Category B (Level 2, Subdivision 2) as per The Victorian Catholic Education Multi Enterprise Agreement 2018 and Sacred Heart Girls' College employment policies.  This position is fulltime (38 hours per week); however, it is recognised that the position may require flexible starting and finishing times or involvement outside the currently designated school hours. Some overnight and weekend work will be required.
<b>Appointment Time</b>	This is a Fixed Term Position: Monday 22 August 2022 (or by negotiation) – Friday 4 October 2024