# JOB DESCRIPTION & PERSON SPECIFICATION

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| **College Department:** | Sport |
| **Position:** | Sport Trainee |
| **Tenure:** | 12-month period |
| **Commencement:** | As per Employment Agreement |

## COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

# JOB DESCRIPTION

### 1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Sport Trainee is required to support the College community involvement in extra-curricular activities and excursions through the sport, physical education and outdoor education programs. The role supports the running of these learning areas by assisting with organising trips, excursions, equipment, bookings and consent forms, as necessary.

### 2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Sport Trainee reports to the Sport Coordinator (7-12). The role requires daily contact with parents / care givers, staff and students.

All staff are ultimately responsible to the Principal.

### 3. Special Requirements

Some out of hours work may be required for assisting with events, for which time in lieu or overtime will be provided.

The role requires the trainee to complete a Certificate III in a related discipline. Time will be provided during work hours to complete study however, there is an expectation that study will also be completed during non-work hours.

A probation period of three months will apply.

### 4. Extent of Authority

The Sport Trainee will abide by College policy and procedures and perform all duties as requested by the Senior Leadership Team.

## 5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Sport Trainee encompasses activities within the following Key Result Areas (KRAs):

**Sport Support**

**Administration Support**

**First Aid & Health Services**

The responsibilities of the Sport Trainee in each KRA include:

### Sport Support

- Assist the Sport, PE and Outdoor Education staff with classes and co-curricular activities.
- Assist the Sport Coordinator in the communication and organisation of athletics and swimming carnivals and other sporting and athletic events.
- Stocktake of sports equipment to ensure adequate supplies.
- Assist in keeping sport areas neat, organised and in working order.
- Assist in organisation, management and coaching of school sports teams, including attending school sporting events at external venues as required.
- Support student learning as directed by teachers.
- Assist with organising resources and day to day operations for PE lessons as directed by teacher.
- Assist with after school sporting events such as Net Set Go, Auskick and In2Cricket.

### Administration/Event Support

- Administration work associated with sports teams/events (eg preparing team sheets, communicating with team members, preparing uniforms, notifying practice times, reminders to students about upcoming competitions, communicating with parents etc).

### First Aid & Health Services

- Provide assessment of a medical condition within the capabilities of training and qualifications and be able to administer assistance accordingly.
- Liaise with all relevant personnel within the College community, external agencies and the wider community as the role necessitates.
- Document any incidents relating to child welfare & safety.

**Statement of Flexibility**

This job description outlines the primary duties and responsibilities of the role. However, as the needs of the College evolve, the incumbent may be required to undertake additional tasks within their capability and expertise. Flexibility and adaptability are essential in responding to changing priorities, and the role may include duties as reasonably directed, commensurate with the incumbent's grade and experience, to support the College's objectives.

# PERSON SPECIFICATION

## 1. Educational / Vocational Qualifications

- Completion of Year 12
- South Australian Working with Children Check for paid employment
- First Aid qualifications (to be undertaken as part of the Certificate III)
- Approved Mandatory Notification training (this can be organised by the College)
- Valuing safe communities (this will be organised by the College)

## 2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Sport Trainee must reflect the professional management of all aspects of student support and care including the handling of sensitive files and data. These encompass the following:

**Skills**

- Intermediate ICT skills
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines
- Well-developed communication skills (phone, email, verbal, written correspondence)
- Demonstrates strong literacy skills
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature

**Ability to**

- Work cohesively in a team environment as well as working autonomously where required
- Use diplomacy, discretion and tact as required in a professional work environment
- Operate with the strictest of confidence
- Provide positive, enthusiastic support to staff, students, parents and members of organisations associated with the College

**Aptitude**

- Be supportive of the Christian ethos of the College and a commitment to the College Purpose, Vision, Mission and Values

# PERSON SPECIFICATION

## 3. Experience

- Experience in working with young people (desirable)

## 4. Knowledge

## 5. Classification Level

The classification level is provided under the conditions of the Educational Services (Schools) General Staff Award and the Australian Apprenticeships Incentives Program.

## 6. Work Health and Safety

All staff are expected to comply with the College's Work Health and Safety (WHS) Policy by taking reasonable care for their own health and safety and that of others. This includes maintaining a safe and hazard-free work environment, using equipment correctly, reporting safety incidents, and actively supporting a culture of safety in the workplace.

## 7. Performance Standards & Review

A Trainee Performance Review may be undertaken with the Sport Coordinator to determine the capacity to meet the demands of the role.

# APPROVAL

Job Description & Person Specification Approved

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Principal (Print Name)

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(Signature)

Date:

Acknowledged by Person Selected

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(Print Name)

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(Signature)

Date: