

MacKillop College



Position Description

Sports Trainee

The purpose of this document is to record an accurate description of the position.
Supervisor: Leader of Sport

The Objective

The primary objective of this role is to complete on the job training requirements and documentation for the award of a Certificate III in Sport and Recreation at MacKillop College. Please refer to the outline of duties in the Role Description below. Your role encompasses but is not limited to what is listed below and there may be further requirements to your duties.

You will also be required to undertake the qualification of Certificate III in Sport and Recreation.

Award: Education Services (Schools) General Staff Award 2010

Term dates 2020: As per advertisement.

Hours of Work: 38 hours per week (approximately 7.6 hours each day). On occasions you may be required to travel away for excursions, camps or undertake additional hours. This extra time will be in lieu so you will not be required to work during school holidays.

Confidentiality: The incumbent will not at any time during the term of this agreement or at any time after termination of this agreement divulge any confidential information that is related to MacKillop College and students.

You will be provided with a staff handbook outlining other school details that you may require.

Vision and Mission: As outlined by St Agnes' Parish Secondary Schools.

Role Description:

- Respect and uphold the ethos and teachings of the Catholic Church.
- Serve the employer faithfully, efficiently, diligently and exercise all due care and skill in the performance of your duties.
- Preserve and promote the best interest of the employer and refrain from acting contrary to the interest of the employer.
- The trainee is required to attend morning briefings, Team and House meetings. Staff meeting attendance is only required upon request of the Principal or Coordinator.
- It is not best practice for the trainee to discipline students. It is however, expected that he/she would challenge students with particular attention to the student code of conduct and the student uniform policy. As mentioned below, this challenge would then be reported to the classroom teacher who would use their discretion to apply suitable discipline.
- Carry out any reasonable request made by the Principal or Supervisor.
- Liaise with Supervisor, MacKillop staff as required.
- The trainee will work collaboratively with teaching staff. The assistant will also help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning.
- Working with teachers to develop and provide a creative learning environment.
- Working with students individually and in small groups, assisting with student

learning experiences.

- Assisting in the integration of students with disabilities and or learning difficulties.
- Implementing and monitoring programs devised by Supervisor or Classroom Teacher.
- Assisting in the preparation of resources.
- Maintaining, organising and storing resources and equipment.
- Assisting teachers with organising major events.
- Completing basic clerical tasks such as photocopying, filing, ordering.
- Assisting with the organising of parent volunteers.
- Work confidentially and with initiative in all aspects of the role.
- To follow the guidelines as set down by the classroom teacher, when giving assistance and when demonstrating and explaining techniques to the students.
- Assisting with student supervision and behaviour management as required.
- To immediately report any disruptive or dangerous behaviour to the classroom teacher so that they may deal with it in the appropriate manner.
- Supporting student development and learning.
- Attending meetings and professional development as required.
- Providing any other assistance as required by teaching staff.
- Participating in workplace safety procedures.
- Performing basic first aid.
- Contributing to the health and safety of students.
- To practice and promote all WH&S procedures and all Standard Operating Procedures specified for MacKillop College.
- Other duties as directed from time to time.

Specific duties:

Hours - be at school by 8.00am and leave at 4.00pm. Some days it will be necessary to stay until 5.00pm (preparation for Carnivals etc).

TAFE

To be completed in holidays/during allocated time during the school day.

Tuesdays/Wednesdays

Organise equipment for sport. You will be allocated a sport in the following periods on Tuesdays/internal sport:

Year 7 integrated throughout timetable

Year 8 periods 2 & 3

Year 9 periods 4 & 5

Year 10 periods 6 & 7

- Sport absentees are completed every Wednesday morning after sport on Tuesdays (Trainee to see clerical staff for any students M.I.A at sport and to give to the sport coordinator).
- Help sort out groups for internal sport (Year 7 -10), parental letters etc.
- Return equipment and clean store room weekly (pump up balls, sweep, report

broken equipment etc).

Sport Trips

- Accompany students/teachers on sport trips (day and overnight).
- Preparing Excursion applications and permissions notes for representative sporting teams (Diocesan and MacKillop teams).
- Sometimes call and arrange accommodation and buses for trips away.
- Gathering equipment and uniforms for sporting trips.
- Send off student and team nomination sheets to (Lismore Diocese Sport Coordinator and Sport Coordinators running events).

PDHPE

- Helping out PDHPE staff with their lessons – organising equipment and setting up lessons.
- Collating PDHPE marks and entering on computer (e.g. Year 8 camp).
- Assisting the PDHPE coordinator with CPR assessments, Outdoor Education.
- Required to assist on Year 8 camp at South West Rocks (all week).

Other

- Use a diary to organise fortnightly timetable.
- Communicate on a daily basis with Sport Coordinator (jobs).
- Checking invoices are correct and then pass onto coordinators to sign.
- Stock take of equipment/clothing and order sports equipment/clothing.
- Hand out and collect equipment every lunch except Tuesdays.
- Updating admin folders with photos/results/information from carnivals/coaches reports.
- Assist /coach teams – this may require additional time before or after school.
- Create slideshows to present at assemblies of carnival/team results.
- Carnivals – be on hand to set up and pack down carnivals, order trophies, print carnival programs etc.
- Duke of Edinburgh – sometimes required to assist on overnight expeditions as long as it does not interfere with sport events.