



Position Description

Position Title	Sports Trainee – Certificate III in Aquatics and Community Recreation
Organisation	The Apprenticeship Factory Shepparton
School	St Augustine's College
Location	<i>Kyabram</i>
Enterprise Agreement and or Award	
Classification	Certificate III in Aquatics and Community Recreation
Remuneration	TBC
FTE	35 hours per week
Reports to	Deputy Principal: Student Learning and Professional Practice and the F-12 Health & Physical Education Learning Leader

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.
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Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college we embrace our Catholic identity and witness this daily in words, symbols, and actions.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

Position Summary

The primary purpose of this position will be to work under supervision, to provide assistance and focus on the needs of teachers and students in the areas of sport and physical education.

Key Responsibilities

Commitment to Catholic Education	● Demonstrate an understanding of the ethos of a Catholic school and its mission. ● Demonstrate a commitment to instil in students a respect for each other in accordance with the teachings of Jesus Christ. ● Demonstrate a commitment to personal witness as a member of a faith community
School Support	● Prepare equipment for various sports excursions and physical education classes. ● Assist physical education staff during practical classes. ● Ensure team uniforms and equipment is returned to school and make minor repairs as necessary. ● Attend after school hours sporting events/meetings. ● Complete various sports competition roles i.e. assist coach, runner, water carrier, umpire, team manager etc. ● Assist at various sporting events at both local and representative level as directed, including marshalling, timekeeping etc. ● Assist with the organisation of house sports carnivals. ● Oversee the loan of equipment at lunchtime and ensure all equipment is returned.

	● Organise lunchtime activities and training sessions as required. ● Ensure the gymnasium and storerooms are kept in a tidy manner ready for all classes. ● Various administration duties including production of flyers for events and booking transport/venues. ● Maintain sports assets register and assist with regular stock take of equipment stores. ● Other duties as directed by the Principal, Deputy Principal Student Learning and Professional Practice and the F-12 Health & Physical Education Learning Leader.
Pastoral Wellbeing and Child Safety	● Contribute to a child-safe environment. ● 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. ● Help to implement strategies which promote a healthy and positive learning environment in consultation with the classroom teacher and our SOLE framework. ● Attend school assemblies. ● Attend school liturgical celebrations. ● Attend school organised activities relevant to house or year level as required
Professional Development	● Have current knowledge of student support initiatives. ● Commit to ongoing professional development. ● Attend termly sports coordinator meetings with other sports coordinators and trainees in the district.
Other	● Attend staff prayer, relevant school meetings, assemblies, sporting events, masses, community and faith days as well as professional learning opportunities as required. ● Demonstrate professional and collegiate relationships with colleagues. ● Other duties as directed by the Principal, Deputy Principal Student Learning and Professional Practice and the F-12 Health & Physical Education Learning Leader.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Commitment to Child Safety	• Willing to undergo or provide a current and satisfactory Employee working with children check.
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Desirable	Attributes	• An ability to apply problem solving skills to adapt and be flexible with approach. • Ability to work collaboratively with a range of peers. • Excellent oral and written communication and negotiation skills • Competent level computer skills • Ability to maintain high levels of confidentiality while exercising judgement, sensitivity, and discretion