



Position Description

Certificate III in Education – Sport & Outdoor Ed Trainee

Position Title	Certificate III Education – Sport & Outdoor Ed Trainee
Reports To	Sports Coordinator
College Objective	At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College. Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.
Position Overview	The Certificate III Education – Sport & Outdoor Ed Trainee will work closely with the Outdoor Education Staff, H&PE Faculty Leader and Sports Coordinator, to assist in the efficient organisation and smooth running of the College's Outdoor Education and sporting programs. The Certificate III Education – Sport & Outdoor Ed Trainee will also work with teaching staff delivering H&PE classes and co-curricular sporting teams and will assist teachers in running other student-based programs. The Certificate III Education – Sport & Outdoor Ed Trainee is employed by a Group Training Company under a 12-month traineeship program. This position is for both the St John's Newtown and Armstrong Creek campuses.
Duties and Responsibilities	Under the directive of a teacher: Assistance with programs: • General set up and assistance in scheduled H&PE and Outdoor Ed classes • Assist with the planning and execution of Inter-school sports and house carnivals • Attend GISSA sporting events as required • Work with small groups to instruct and train students in a range of technical and theoretical outdoor skill areas during Outdoor Education and H&PE programs and camps - this aspect relates to trainee's area of expertise, growing qualifications/experience as the year progresses) • Assist in the leadership of group activities during multi day programs • Assist in running sporting activities on campus as negotiated with the H&PE Faculty Leader and Sports Administrator • Attend Outdoor Ed camps from Years 9–12 and selected Year Level camps (work conducted out of usual hours will be taken as time in lieu at a suitable time for the College) • Assist in the setting up of equipment for Years 7/8 Sport • Work with the Sports Administrator and College Sports Captains to organise and facilitate lunchtime sporting activities • Involvement in the promotion and marketing of sports and physical activity opportunities



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	Administration/inventory type tasks: • Liaise with the Outdoor Ed teacher, H&PE Faculty Leader and Sports Administrator to ensure an accurate inventory of all physical equipment • Clean and maintain Outdoor Education and Sporting equipment • Liaise with the College Nurse to ensure all HPE and Sport first aid supplies are maintained in accordance with health and safety legislation • Assist the Sports Administrator with preparing the equipment bags for College sports teams and coordinating their return to the gym • Under the direction of the Educations Operations Coordinator and request of Sports Administrator and Outdoor Education teacher, complete excursion forms for a range of events scheduled throughout the year • Collate information and data as required by the Sports Administrator and Outdoor Education teacher Other duties: • Attend all HPE faculty staff meetings • Attend weekly meetings with the Outdoor Ed teacher and Sports Administrator to plan a weekly schedule • Undertake yard duties as timetabled • Other tasks as directed
Selection Criteria	<i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i> PERSONAL QUALITIES • Support for the Christian ethos of Geelong Lutheran College • Exhibits discretion, confidentiality, honesty and integrity. • Works well in a team environment and communicates effectively with fellow staff • Excellent attention to detail • Develops an effective program to meet all required deadlines • Completes work in a timely fashion and with a high degree of accuracy • Displays high level of initiative QUALIFICATIONS AND EXPERIENCE • Strong work ethic, including great time management and organizational skills • Great interpersonal skills including communication with internal and external stakeholders • Remote Area First Aid Qualification (or willingness to obtain) • Experience in Microsoft Office suite • A current Working with Children's Check and National Police Check (not more than 6 months old) • Certificate III in Education Support
Classification	Salary: As per agreement with Group Training Company Tenure: 12 Month Contract Hours: 8.20 am to 3.45 pm with flexibility to work outside normal working hours Location (Base): Geelong Lutheran College and Armstrong Creek



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STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer