

## **COLLEGE OVERVIEW**

Emmaus Christian College is an independent, non-denominational Christian school seeking to provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Emmaus Christian College.

## **SUBMITTING YOUR APPLICATION**

**Position Title: PE Assistant F-12**

**Closing Date: Wednesday 27<sup>th</sup> October 2021**

Applicants should provide:

- A written application that addresses the Key Areas of Responsibility and Education, Experience & Skills in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A pastor's reference which gives evidence of participation in a Christian fellowship and commitment to the Christian ethos of the College
- A completed Emmaus Christian College "Application for Non-Teaching Position Form" (This form can be downloaded from our website [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) under "Working at Emmaus").
- Applications can be emailed to [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au) or posted to:

Mrs Heather Headland  
PA to Principal  
Emmaus Christian College  
Lynton Avenue  
SOUTH PLYMPTON SA 5038

## **CONTACT DETAILS:**

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email [hheadland@emmauscc.sa.edu.au](mailto:hheadland@emmauscc.sa.edu.au).

**TITLE:** PE Assistant F-12

**CLASSIFICATION:** School Assistants (NGS) Award  
Grade 1

**NATURE OF EMPLOYMENT:** Part-time ongoing

**NORMAL HOURS OF WORK:** 22.5 hours per week / 41 weeks per year

**REPORTS TO:** PE Coordinator F-12 / Head of Senior School

**COMMENCEMENT DATE:** January 2022

**PURPOSE OF ROLE:**

Provide administrative support to the PE Coordinator F-12 in delivery of the seasonal and daily intra and interschool sports program across both our South Plympton and Brooklyn Park campuses.

**KEY RESPONSIBILITIES**

1. Provide high quality administration support service for sports programs of the College by:
  - Assisting the PE Coordinator with the preparation of term, semester, seasonal or annual sports calendars;
  - Developing sports administration procedures, forms, checklists and other documentation, and suggest improvements to sports policies, procedures and programs;
  - Assisting the PE Coordinator, the Finance Department or Student Services with preparation of recurrent or capital budget submissions for sports;
  - Liaising with the Finance Department regarding event budgets, including pricing, cash handling and payment of service providers;
  - Liaising with the relief coordinator for relief teachers to cover sporting events;
  - Liaising with other staff for the release of school resources and equipment for events and programs;
  - Preparing, distributing and checking the return of consent forms and notices, including but not limited to student medical information, parent help information and volunteers;
  - Advising staff of the students participating in events;
  - Collecting / organizing money required for participation in events or uniform hire according to the School's cash handling policies;
  - Liaising with the PE faculty, including those from other schools;
  - Arranging aspects of each sports event, including registration, venue and equipment hire, student nominations, event officials, etc.
  - Contributing to the organisation and operation of sports functions, including information evenings, ceremonies, assemblies, presentations and carnivals etc.;
  - Organising the storage, distribution and return of sports uniforms;
  - Organising the storage, display, distribution or return of trophies, awards etc., and
  - Updating results, information and sports news onto the school website.
2. Contribute to a safe and healthy workplace by:
  - Following WHS instructions and policies;
  - Reporting accidents and hazards;
  - Generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction; and
  - Actively participating in rehabilitation and return-to-work programs.
3. Assist the PE faculty as specified by the PE Coordinator in providing high quality representative sports program for the College by:
  - Attending and leading all relevant scheduled school tryouts and training sessions
  - Attending all allocated sporting events

- Attending all relevant faculty meetings
  - Liaising with parents on matters relating to representative and weekly sporting teams
  - Being responsible for duty of care of students at specific events.
  - Liaising with Heads of Schools and PE Coordinator on matters including (but not limited to):
    - Duty of care
    - Behavior issues
    - Attendance
    - WHS concerns
    - Equipment needs
  - Checking and maintaining all equipment for tryouts and trainings and sport storage areas, and ensuring they are secured, and maintained in an organised and tidy state, and that equipment is returned
  - Communicating any relevant information and paperwork to the PE Faculty meeting deadlines set by the PE Coordinator including but not limited to; team lists, risk management documents and sports person of the year voting
  - Assisting in administrative duties as requested by the PE Coordinator
  - Organising and communicate with Old Scholars about Basketball/Soccer/Netball opportunities
  - Assisting PE Faculty staff to conduct fundamental movement programs for identified students before, during and after school hours
4. Attend professional development and training required by the College, and actively seek opportunities to increase knowledge, experience and skills held.
5. Where appropriate opportunities present, becoming involved in the life of the College, including attendance at staff meetings, and involvement in College events.

## **QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES**

### **Essential:**

- Be a committed Christian actively involved in a Christian faith community
- Ability to build and maintain strong relationships with key stakeholders
- Ability to work confidentially, with tact and discretion
- Demonstrate initiative and be self-motivated
- Attention to detail and techniques to ensure the accuracy of data recorded
- Demonstrate effective interpersonal, communication and writing skills
- Ability to negotiate desired outcomes and gain the cooperation of other people
- Time and work management skills that ensure workload is managed and deadlines met according to agreed priorities
- Able and willing to adapt to challenging and changing circumstances within the scope and responsibilities of the position
- Well-developed interpersonal skills and a demonstrated ability to work in a team environment
- Advanced working knowledge of Microsoft Office applications particularly Word, Excel, Outlook, Google Drive and the ability to easily adapt to new computing environments and applications
- A current Working with Children Check

### **Desirable:**

- Tertiary qualification or currently studying towards a relevant Business or Sports Administration qualification
- Experience in sports or school administration
- Involvement in one or more sports, either as a participant, official, coach or administrator capacity