



De La Salle College

College Sport Assistant

POSITION DESCRIPTION



De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

"The young should be able to see in your wisdom how they should behave."

St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)

Role Purpose

The Sport Assistant supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront.

Key Areas of Responsibility

The Sport Assistant primarily assists Director of Sport in organising the administration and delivery of the ACC program (inter-school sport). This includes weekly training and games sessions for teams and any House and interschool carnivals, preparing equipment and uniforms for training and competition days, booking of venues and transportation and organising the documentation for sports events. The nominated person will also work with other Physical Education staff during classes and continually look for ways to improve the delivery of Sport and Physical Education to students at the College as well as involve themselves in the college.

General tasks

- Conferring with the Director of Sport to confirm/plan upcoming sporting matches.
- Assisting the PE teaching staff with equipment, resources and classes.
- Pack sports equipment bags for weekly sport matches and training
- OHS Hazard Identification, Risk Assessment and Risk Control
- Assist PE/Sports Teachers
- Assist with set up for all training sessions.
- Assist with major Sports Carnivals set up and pack up (Swimming/Cross Country/Athletics).
- Involvement as directed in the high performance squads.
- Inputting data of results and athlete information for all competitions to internal and external information pages
- Manage bookings for both College and external venues
- Liaise with the Director of Sport regarding the provision of capital items and the purchasing of such items
- Instruct the Colleges facilities staff concerning the set up and schedule for particular sporting seasons
- Manage ACC Sport OLLIE page and liaise with Marketing team for social media posts.
- Management of storeroom and stock take of equipment at the end of each season
- Manage all Consent2Go permissions and teams for ACC Sport
- Communicate with staff regarding all sport matters as directed by Director of Sport
- Weekly organising and maintenance of the Weights room, ACC storeroom and PE sheds
- Assistance in PE classes by request from Director of Sport/HPE LATL

Internal House Competitions

- Prepare and monitor the House Sport budget;
- Work collaboratively with the Year Level/House Coordinators and the House Assistants in developing engaging and appropriate activities catering for all students needs including sport, academic, theatrical, musical and artistic pursuits;
- Develop a Lunchtime Activities Program and work with House Assistants and Student Leaders to implement;
- In conjunction with the House Coordinators, communicate and promote House activities through the Daily Notices;
- Arrange officials and equipment for the House activities;
- Keep accurate records to create an overall House competition scoreboard and publish these regularly;
- Prepare a House Report at the end of each term outlining the various House achievements and scores for the term;
- Liaise with the College Organiser, ACC Sports Coordinator and other key stakeholders regarding calendar, venue and staffing requirements for House events and ensure they do not clash with calendared events ;

- Ensure House trophies, plaques and shields are kept up-to-date for each of the major House events insofar as engraving and condition of same;
- In conjunction with the First Aid Officer oversee the preparation of First Aid Kits for House competitions and activities;
- In conjunction with the House Coordinators, meet with students and staff regarding requirements of sport teams for House Sports;
- Coordination of venue use – College venues and hired grounds for House Sports and activities;
- Liaise with House Coordinators/? to ensure results are placed on noticeboards on both campuses;
- Coordinate publication of results for House Sports in the Daily Notices and The Duce;
- Update House Honour Boards each year in consultation with Maintenance Department and HR Manager.

House Carnival Coordination

The House Sport Coordinator is responsible for the preparation and conduct of the:

- House Swimming, Athletics and Cross Country Carnivals;
- Tiverton Lightning Premierships; and
- Lunchtime House Activities

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

The Sport Assistant will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal, Director of Sport, HPE LATL and HR Manager.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

Criteria

Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.
- Excellent written and verbal communication skills.
- Effective organizational skills.
- Competent Microsoft Excel and Microsoft Word skills.
- Attention to detail and the initiative to ensure jobs are completed thoroughly.
- An ability to coach/teach younger students.
- Must have drivers licence and own vehicle.

Accountability

Reports to:	Director of Sport
Internal liaisons:	Staff, Students, Parents
External liaisons:	Bus hire company, Sporting grounds, ACC Committee, other ACC Schools, external suppliers, external umpires.

Conditions

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Employer Agreement 2022.

The successful applicant would hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Classification:	ESB Level 2
Employment Status:	Ongoing
Time Fraction:	Full time
Hours of Work:	8:00am - 4:00pm
Leave:	12 weeks leave taken in school holidays

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.