



# Position Description Education Support Trainee

<b>Position Title</b>	Education Support Trainee
<b>Reports To</b>	Sports Administrator
<b>College Objective</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Position Overview</b>	<p>The Education Support Trainee will work closely with the Outdoor Education Coordinator, H&amp;PE Faculty Leader and Sports Administrator, to assist in the efficient organisation and smooth running of the College’s Outdoor Education and sporting programs. The Education Support Trainee will also work with teaching staff delivering H&amp;PE classes and co-curricular sporting teams and will assist teachers in running other student-based programs.</p> <p>The Education Support 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.</p>
<b>Duties and Responsibilities</b>	<p>Under the directive of a teacher:</p> <ul style="list-style-type: none"> <li>• Liaise with the Outdoor Ed teacher, H&amp;PE Faculty Leader and Sports Administrator to ensure an accurate inventory of all physical equipment and sport equipment is maintained</li> <li>• Cleaning and maintenance of Outdoor Education and Sporting equipment</li> <li>• Maintaining inventories of equipment and helping keep maintenance of this equipment</li> <li>• Assist with stock take of H&amp;PE and Outdoor Ed equipment</li> <li>• Assist with the planning and execution of Inter-school sports and house carnivals</li> <li>• General set up and assistance in scheduled H&amp;PE and Outdoor Ed classes</li> <li>• Involvement in the promotion and marketing of sports and physical activity opportunities</li> <li>• Attend GISSA sporting events as required</li> <li>• Work with small groups to train students in a range of technical and theoretical outdoor skill areas during Outdoor Education and H&amp;PE programs and camps</li> <li>• Lead and instruct small groups in specialized activity areas (role to relate to trainee’s growing qualifications/experience as the year progresses)</li> <li>• Assist in the leadership of group activities during multi day programs</li> <li>• Assist in running sporting activities on campus as negotiated with the H&amp;PE Faculty Leader and Sports Administrator</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the setting up of equipment for Years 7-9 Sport</li> <li>• Work with the Sports Administrator and College Sports Captains to organise and facilitate lunchtime sporting activities</li> <li>• Liaise with the College Nurse to ensure all HPE and Sport first aid supplies are maintained in accordance with health and safety legislation</li> <li>• Assist the Sports Administrator with preparing the equipment bags for College sports teams and coordinating their return to the gym</li> <li>• 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)</li> <li>• Attend all HPE faculty staff meetings</li> <li>• Attend weekly meetings with the Outdoor Ed teacher and Sports Administrator to plan a weekly schedule</li> <li>• Other tasks as directed</li> </ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Support for the Christian ethos of Geelong Lutheran College</li> <li>• Exhibits discretion, confidentiality, honesty and integrity.</li> <li>• Works well in a team environment and communicates effectively with fellow staff</li> <li>• Excellent attention to detail</li> <li>• Develops an effective program to meet all required deadlines</li> <li>• Completes work in a timely fashion and with a high degree of accuracy</li> <li>• Displays high level of initiative</li> </ul> <p><b>QUALIFICATIONS AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Strong work ethic, including great time management and organizational skills</li> <li>• Great interpersonal skills including communication with internal and external stakeholders</li> <li>• Wilderness First Aid Qualification (or willingness to obtain)</li> <li>• Experience in Microsoft Office suite</li> <li>• A current Working with Children’s Check and National Police Check (not more than 6 months old)</li> <li>• Certificate III in Education Support</li> </ul>
<b>Classification</b>	<p><b>Salary:</b> As per agreement with Group Training Company</p> <p><b>Tenure:</b> 12 Month Contract</p> <p><b>Hours:</b> 8.00 am to 4.00 pm with flexibility to work outside normal working hours</p> <p><b>Location (Base):</b> Geelong Lutheran College St John’s Newtown and Armstrong Creek</p>

## 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