Portland Secondary college

**POSITION DESCRIPTION**

**POSITION TITLE**: **Education Support Traineeship – Sports, Events, Camps, Excursions and**

 **Lunchtime activities Trainee**

**DEPARTMENT: Admin**

**CLASSIFICATION LEVEL: Trainee**

**TIME FRACTION: 0.8 (32 hours/week) 8.50am – 3:30pm daily.**

**AWARD AGREEMENT: National Training Wage Level A**

**EMPLOYMENT TYPE: 1 year**

**LOCATION: Portland Secondary College, employed by Westvic Staffing Solutions**

*Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.*

**PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION**

The **Sports,** **Events, Camps, Excursions and Lunchtime Activities Trainee** position fulfils an important role in the College, being to support staff to ensure the smooth, efficient running of events, camps and excursions at all times and assisting with the coordination of College activities. Applicants will need to be able to attend and assist with multiple camps and excursions throughout the year. When not involved with Sport and/or Camps and excursions, this trainee will assist the general staff with routine tasks.

**ORGANISATIONAL RELATIONSHIPS AND IMPACT**

**The Sports,** **Events, Camps, Excursions and Lunchtime Activities Trainee** is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College

**CLASSIFICATION CONTEXT AND TASK LEVEL**

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures relating to events, camps and excursions.

* Provide routine support for teachers

• Communicate with teachers about routine matters

• Assist teachers with communication with parents about routine matters

• Communicate with student/s about comprehension of basic tasks and information

• Address immediate behaviour issues relating to specific students

• Assist with coordination and planning of student routines

• Accountable for performance of allocated tasks

**QUALIFICATIONS AND REQUIREMENTS**

* First Aid Certificate (preferred)
* Current Victorian Drivers Licence (preferred)
* Bronze Medallion/Surf Life Saving Certificate (preferred)
* Working with Children Check (to be completed if successful)
* Completion of a Certificate III in Education Support level qualification (training provided)

**REPORTS TO**

This position has line management responsibilities to the Assistant Principal – Teaching and Learning.

The Sports,Events, Camps, Excursions and Lunchtime Activities Trainee is part of the Admin Team.

**TYPICAL FUNCTIONS**

The trainee will be expected to:

* Use initiative at all times to ensure tasks are completed in a timely manner, effectively supporting staff to ensure that camps, excursions and events operate effectively
* Liaise with the Health & PE staff, Year Level Student Engagement Leaders, student leaders, the Greater Western Sport Region coordinators to assist in the planning and delivery of a range of Interschool sporting activities, camps and excursions
* Ensure all activities are advertised and recorded, and that there are timely communications to ensure maximum opportunity for student engagement
* Organise and assist in the running of a variety of lunchtime activities for small groups of students
* Work with the Daily Organiser to ensure appropriate travel arrangements and staffing for camps, excursions and events, and recorded on Compass.
* Ensure all documentation and data entry is completed , as appropriate, including on Compass, and the Student Activity Locator (SAL), for Interschool Sport, Camps and Excursions and College events
* Assist with the setting up and conducting major sporting programs and events
* Assist and participate in the Year Level and Outdoor Ed Camps Programs
* Attend events and excursions and undertake supervision of small groups in participation with teachers
* Enter events on Compass
* Assist with the organisation and supervision of activities of classes in the swimming pool/beach
* Liaise with staff and students in relation to sports organisation and implementation, including sporting carnivals
* Organise newsletter articles on College events
* Liaise with Promotions Officer on publicity of College events
* Any other duties as assigned by the Principal as required

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the Sports,Events, Camps, Excursions and Lunchtime Activities Trainee is expected to undertake.

 **Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: Date:

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: Date:

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: