



Position Description

Position:	Sport Administration Assistant
Appointed by:	The Principal
Responsible to:	Director of School Operations through Garnsey Sport Coordinator
Location:	Garnsey

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

Objectives:

The purpose of the position of Sports Administration Assistant is to assist in the running of a comprehensive co

curricular sporting program that is made available to students reflecting their interests, abilities and the ethos of the school. In addition, the Sports Administration Assistant is to develop positive relationships with students and staff to encourage their active participation in the co curricular sporting program.

The Sport Administration Assistant reports to, and works closely and collaboratively with the Garnsey Sport Coordinator and the Head of Campus ensuring dates and organisational details have been confirmed and notified to the relevant members of the School Community.

Duties:

The Duties of the Sport Administration Assistant include:

Organising and assisting with all the co curricular sports by:

- Assisting in coordinating the Sporting program for the year minimising clashes where possible with other cultural and school activities in conjunction with the Garnsey Sport Coordinator.
- Assist with all the Senior School major sporting commitments. These will include the major House carnivals – athletics, swimming and cross country as well as the interschool meetings for these sports.
- Assist in the conduct of the Senior School Thursday Sports program including the preparation of choices and lists, sporting equipment lids, issuing these kits for sport and ensuring that they are returned each week ready for the following week.
- Assist the Garnsey Sport Coordinator and the Head of Physical Education in the organization and management of the sports storerooms and the fitness room.
- Organising, communicating, and marketing the range of co curricula sporting opportunities for students including events and trials.
- Maintain and publish a Weekly Sport Update on Vos for our School Community.
- Developing positive relationships with students and staff and encouraging their active participation in the co- curricular sporting program.

Organising and assisting with all co-curricular sporting programs by:

- communicating all fixtures and training for Garnsey Campus and SEISA Sport
- Communicating and assisting with the coordination of training and carnivals for SEISA and ICCES Swimming, Cross Country and Athletics
- Assist with Garnsey Campus Interhouse Swimming, Cross Country, and Athletics Carnivals
- Maintain coaching rosters and advise staff and students of any changes.
- Co-ordinate umpires for sporting matches.
- Manage all Sport uniform loans, laundering and returns
- Organising selection trials.
- Organising team meetings.

After School Sport Program Administration

- Providing relevant information to St Anne's reception regarding after school sports programs and Registering Gippsland Grammar teams with relevant associations
- Working with the St Anne's PE teachers to create teams for afterschool sport.
- Providing draws, team lists and other communication to St Anne's reception for posting using VOS co-curricular pages.
- Organising uniforms and coaches for teams and liaising with our Compliance Officer to ensure these volunteers have completed required Child Safety training Modules Organising the umpires weekly and payments for each team
- Organise coaching bags with sets of bibs, balls, first aid kit etc.

Other Duties

- Provision of administrative support for the rowing program under direction from the Head of Rowing.
- Such other duties as may be required from time to time as directed by the Head of Garnsey Campus, Garnsey Sport Coordinator or Head of Physical Education and Health.
- Given the dynamic environment in which the School operates, the Principal reserves the right to alter roles and responsibilities of this position to most effectively suit the leadership and management requirements at any point in time.

Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Professional Responsibilities

- Actively seek pedagogical knowledge through own professional reading, research and collegial partnerships.
- Work collaboratively as a member of the relevant team to ensure best possible outcomes for students/staff/school.

- Actively engage in professional development activities and contribute to improved teaching methods, pastoral skills and knowledge.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- All responsibilities attached to teaching class/es.
- Willingness to participate in and also encourage students to fully participate in the life of our School.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Pastoral

This position includes demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

Gippsland Grammar is a student safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct.

Key Selection Criteria

Qualifications

- Current Employee Working With Children Clearance
- Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).

Essential Criteria

- Valid Australian Driver's licence (being at least a probationary licence).
- Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

- Ability to work well under pressure
- Exceptional interpersonal and communication skills
- Proven organisational and administrative skills
- Strong work ethic with a commitment to collaboration and teamwork

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.