



## Position Description

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<b>Position:</b>	<b>Co-curricular and Administrative Coordinator</b>
<b>Appointed by:</b>	<b>The Principal</b>
<b>Responsible to:</b>	<b>The Deputy Head of St Anne's Campus</b>
<b>Location:</b>	<b>St Anne's Campus</b>

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### 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

This position aims to coordinate our comprehensive co-curricular programs and assist the Deputy Head of Campus in daily organisation and key events. In addition, the role will also be a part of the Junior School administration team, assisting as required across reception, administration and student support.

## **Requirements, Duties and Responsibilities:**

### **Administration**

- To support the Deputy Head of Junior School with daily organisation, including administration support, timetabling, yard duty rosters
- Assist with campus-wide events, such as Fellowships, Musicals and other key events.
- Clerical duties such as filing, assisting with student and parent enquiries and answering the phone.
- Cover Campus reception as required.
- Other duties will be required to support the St Anne's administration team. This includes reception and student service duties.

### **Organising and assisting with all the co-curricular activities by:**

- Assisting in coordinating co-curricular initiatives, minimising clashes with other cultural and School activities in conjunction with the Deputy Head of St Anne's.
- Assist with all the significant co-curricular commitments. This includes sports carnivals and music events.
- Assist in the administration of the Sports and Music programs.
- Organising, communicating, and marketing the range of students' co-curricular initiatives, including sports and arts activities.
- Communicating co-curricular activities via VOS, such as instrumental lessons and sporting groups.
- Developing positive relationships with students and staff and encouraging their active participation in our co-curricular programs.

### **After-School Sport Program Administration**

- Organise the running of the St Anne's external/out of school hour team competitions, including but not limited to twilight and Saturday netball, and twilight Soccer.
- Providing relevant information to St Anne's community 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 after-school 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.
- Organise coaching bags with bibs, balls, first aid kit etc.

### **Other Duties**

- 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.

### **Professional Responsibilities**

- Work collaboratively as a member of the team to ensure the best possible outcomes for all stakeholders.
- Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.

- Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

#### 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 that 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 and 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.

#### Pastoral

- This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

#### Co-curricular

- Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

#### Other

- Provide medical, health and welfare support to all students in accordance with the School's policies and procedures
- Monitor the health and wellbeing of students and report any concerns to the Head of Junior School

### **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).

*If applying for a position, please note that Gippsland Grammar is a child-safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).*

*As such, preferred applicants will be subject to child protection screening, background and reference checks, and verification of identity checks and must adhere to the School's child-safe practices, as outlined in the Child Protection Program policies on the School's website.*

### **Key Selection Criteria**

#### Qualifications

1. Current and valid employee-level Working with Children Check (**WWCC**).
2. Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
3. 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

1. Exhibit personal behaviour reflective of the Anglican ethos of the School and which aligns with the School's Vision, Mission and Values.

#### Desirable Criteria

1. Effective communication, both oral and written

2. Ability to present an excellent image of the School and its achievements or acknowledge the commitment of the School to being Gippsland's leading independent School, to strive, in association with others, to continually work towards maintaining this standard.
3. To maintain high standards and ensure efficient systems are in place, striving for continual improvement
4. To provide excellent customer service
5. Ability to work well under pressure.
6. Ability to evaluate situations, use initiative and follow a logical course of action
7. Work positively in a team environment
8. Computer literacy and an ability to use software packages as required by the position
9. Be willing to learn new skills

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