



POSITION DESCRIPTION

Title: Casual Sports Assistant

Reports to: Principal, through the Director of Sport

Date: 2025

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

- To supervise and improve each student's physical, technical and strategic skills in their respective sport
- Be responsible for the welfare and safety of all students in attendance at games, competitions and camps

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

- To develop students basic principles, skills and techniques in their respective sport
- To encourage and reward students in all their endeavors to improve
- To encourage students to be independent and to show initiative whilst working as a team
- To foster a positive sense of sportsmanship with all students and at all competitions
- To adhere to the College Code of Conduct and Code of Professional Practice
- To set clear expectations and to refer any disciplinary issues to the Director of Sport
- To report any student illnesses, injuries or possible injuries to the Director of Sport
- To advise the Director of Sport of any potential dangers/problems relating to student wellbeing

- Ensure students wear the full and correct College sports uniform
- Instill in students a sense of responsibility, respect and appreciation for specialist and general sporting equipment (including uniform)
- Advise the Director of Sport of any damage to equipment
- To be punctual in attendance at sessions and be prepared for the students upon arrival
- To advise the Director of Sport or Sports Office if unable to attend work
- To make a sustained effort to maintain and improve specialist sporting knowledge

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Casual Sports Assistant is accountable to the Director of Sport
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Sport

SKILLS AND EXPERIENCE REQUIRED

- Hold a current Working with Children Clearance card
- Hold a current National Police Record Certificate
- Hold a current Level 2 First Aid Certificate
- Hold a current 22099 VIC Anaphylaxis Certificate
- Have CPR certification
- Have Australian Sports Commission Community Coaching: General Principles Certificate

CONDITIONS OF EMPLOYMENT

- The incumbent will require a Working with Children Check and National Police Record Certificate
- Adhere to all College Policies and Codes of Conduct.