

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description - Outdoor and Sports Trainee ~

Title	Outdoor and Sports Trainee
Appointed by	The Executive Principal
Responsible to	The Head of Senior School through Outdoor Ed Teacher/s

RESPONSIBILITIES AND DUTIES

Overview

The Outdoor and Sports Trainee will gain hands on experience working alongside Senior School Teachers while completing their Certificate III in Outdoor Leadership. The Sports and Outdoor Trainee is expected to possess excellent people and communication skills, have reasonable computer literacy and to work well in a team.

The Outdoor and Sports Trainee will carry out their duties with the support of the Head of Senior School and Senior School Teachers.

General Expectations

Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.

The staff member will be required to ensure that they:

- a. Model a lifestyle that reflects Christian practice and beliefs in everyday work.
- b. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- c. Work positively towards the success of School activities and traditions.
- d. Help maintain a positive and enthusiastic work environment.
- e. Support the ethos that the Company requires in its schools.
- f. Are aware of their membership in the Christian community and respect and support the directions of the Company through the leadership of the Board and the Principal.
- g. Participate in performance management processes to ensure that they continue to develop skills.
- h. Ensure their knowledge and skills are current and that their work contributes to the learning and spiritual needs of the students.

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Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Working to ensure personal best practice.
- e. Always acting in the best interests of the School, the Company and its ethos.
- f. Modelling the use of appropriate and proper channels of communication.

SPECIFIC DUTIES

- To work/assist on school programs including camps, excursions and sports days.
- To run activities and assist whilst attending school programs.
- To help ensure the smooth and successful running of all school programs.
- To assist in packing and unpacking of equipment before and after school programs.
- Monitoring and maintenance of equipment used for school programs.
- Prepare Sports kits and clipboards ahead of each sport events
- Maintenance of gear and equipment in the sports shed
- Maintenance of uniform cupboard and washing.
- Preparing gear for sporting events.
- Assisting with set up/pack up of sporting events at the school.
- Assist with sport classes as directed.

Training

The Outdoor and Sports trainee will undertake a Certificate III in Outdoor Leadership. Aspects of training required will involve Challenge Ropes, Mountain Bike riding, Bushwalking, Kayak or Canoeing (Flat water) and overnight camps/hikes.

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Other occasional duties

- Involvement in Emergency Management procedures.
- Provide general assistance as may be required by the Campus Principal or delegate.
- Attend occasional events after hours if required.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Qualifications, experience and requirements

- Be able to provide a satisfactory Working with Children Check.
- An understanding of appropriate behaviours when working with children
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- An ability to work in a team of people to deliver quality services to the School.
- Demonstrated experience and skill to provide services outlined in the 'Specific Duties' section.
- A reasonable standard of computer literacy and keyboard skills.
- Excellent people skills and communication skills.
- Demonstrated initiative and ability to work with minimum supervision.
- Flexibility
- Current Driver's License.
- Maintain enrolment and satisfactory academic progress in training at Outer Eastern Training Institute.