



MELTON CHRISTIAN COLLEGE
Position Description: Sports Education Support

Reporting Structure:

This position reports directly to the Primary and Secondary Sports Coordinators and is a member of the PE team.

Role Purpose:

The Sports Education Support plays a pivotal role at Melton Christian College by fostering a culture of physical activities, teamwork, and sportsmanship among our students. You will be responsible for organising, coordinating, and overseeing aspects of the school's sports programs, ensuring consistency with the College's directions, and delivering high-quality sporting experiences for students of all ages and skill levels.

Key Responsibilities:

Athletics Carnival, Swimming Carnival, and Cross Country

- Confirm venue bookings after checking the school calendar for available dates.
- Liaise with the council to collect keys for venues.
- Assist with filling in required school paperwork for each event.
- Ensure all the required equipment is booked and returned at the end of the day.
- Organise Ribbons and Pins from Sports Suppliers
- Help organise student helpers to help run events where necessary.
- Help make a timeline of events.
- Liaise and then organise the equipment list for the day and ensure all equipment is located and stored.
- Book school Ute and coordinate time for loading/unloading.
- Help put together folders for all events.
- Enter students into events on Sports Tracker
- Assist in running/coordination of house meetings.

Inter School Competitions

- SSV and MPSSA Competitions
- Assist with team selection for SSV events.
- Assist coaches and team with directions, first aid kits, draws and competition rules.
- Print/Email and organise all relevant documentation for teachers and coaches.
- Print and organise scoresheets, folders, draws and bus timetables.
- Assist in following up on applicable MCC school paperwork for the event.
- Liaise with the front office to ensure medical forms are prepared.
- Coaching and assisting sports teams to compete in inter-school competitions.
- Organising training sessions and coordinating gym court use between secondary and primary school

- Collect permission forms when students/coaches return them for the event.
- Assist in coaching and supervising students off campus for a district, division, regional, or state event.
- Attend and help supervise/coach teams at SSV events with teacher support.
- Organising student helpers to help run events where necessary.

Equipment Management

- Uniforms
- Record number of uniforms given out to players at sports events
- Keep a record and supply new students with a number and uniform for the event.
- Clean bibs and uniforms as needed.
- Sport Equipment
- Assist with lending out and returning sports equipment at lunch times.
- Keep inventory of sports equipment
- Report to the Sports coordinator and let them know when orders for new sports equipment are needed.
- Keep the storage room clean.
- Make sure equipment is in working condition and suitable for use.
- Make sure balls are pumped up in trolleys.
- Inventory at the end of the year
- Conduct weekly OHS checks of gym equipment and make sure the gym space is clean and safe.

Key Selection Criteria

1. Alignment with the vision and purposes of the College
2. Demonstrated experience in sports coaching, administration, or related roles, particularly within an educational setting.
3. Strong organisational abilities to effectively plan, coordinate, and manage multiple sports programs, events, and activities.
4. Excellent communication and interpersonal skills to liaise with school staff, parents, external organisations, and stakeholders.
5. Excellent problem-solving skills and meticulous attention to detail are critical to ensure the smooth management of sports-related initiatives.
6. Ability to foster a positive team environment that promotes respect, excellence, Christ-centredness, Community and a Passion for Teaching and Learning.
7. Demonstrated ability to adapt to changing circumstances, unforeseen challenges, and evolving priorities in the sports programs.

Occupational Health and Safety

The Sports Education Support has delegated responsibility from the Principal (for their workstation/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility.
- Ensure that safe operating procedures that are appropriate for the hazards and risk profile of the activities of the classroom/workstation/office space are developed and implemented.

- Ensure that College safety systems are implemented and compliance is regularly audited and monitored (e.g. hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits, etc.)
- Ensure that health and safety are scheduled agenda items during any staff team meeting.
- Ensure that all hazards observed and any incidents that may occur to any person within his/her area of responsibility are reported, documented, investigated, and corrective actions are implemented as identified for action.
- Ensure that Health and Safety issues are identified and planned for and that resources required to manage health and safety issues are included in budgets.
- Support management and colleagues in performing their roles in health and safety matters.
- Ensure that regular workplace inspections and audits are carried out under College safety systems

Child Safe Culture

The Sports Education Support has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space.
- Be familiar with and promote familiarity with the College child-safe policy.
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children.
- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers.
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse.
- Always work to identify and reduce or remove risks of child abuse.
- Always work towards appropriate participation and empowerment of children

Conditions

This is related to the Educational Services (Schools) General Staff Award 2020, with a salary depending on the candidate's experience and training.

Last Reviewed: 23/05/2024