



Xavier Catholic College Ballina

Position Description

Role Title:	Sport Trainee
Reports To:	Leader of Sport Assistant Principal: Mission <i>All positions are ultimately responsible to the Principal</i>
Award:	<i>NSW & ACT Catholic Systemic Schools Enterprise Agreement National Training Wage Annexure</i>
Classification:	Classification based on age
Conditions:	Temporary full time

Duty Statement

The Sport Trainee is responsible for supporting the College's Leader of Sport in ensuring the delivery of sporting activities for all students. They will assist in the general administration of the Sport Department and offer practical support and assistance as required.

The successful candidate will be part of a collaborative work environment where team-based practices are fundamental. The ability to work with others, adapt to evolving priorities, and share responsibilities to support others within the team is vital.

The Sport Trainee will also undertake a Certificate III in Education Support as part of their traineeship.

Role Description

Under the direction of the Leader of Sport, the Sport Trainee will undertake the following duties:

Communication Support

- Liaise with parents and students about sporting events via email, social media, the Xavier Sports Google Classroom, and newsletters
- Communicate with staff and students at assemblies and meetings (Whole school, House, Year assemblies, staff meetings)
- Update Sports noticeboards with relevant information
- Ensure information on College, Diocesan, CSNSW and DET webpages is correct and communicate relevant information to the College community
- Contribute to the College Yearbook via the Sport Report
- Coordinate calendars and student timetables
- Prepare Compass events for sporting excursions, including sending reminders to families
- Manage team photographs for inclusion in Yearbooks, newsletters and social media.

General Support

- Coordinate representative and Diocesan sporting teams. This may involve early morning training and departures
- Coach College sporting teams
- Book buses, sporting venues, accommodation, and external providers for relevant events a(e.g. coaches, presenters, courses)
- Under the direction of the Leader of Sport, assist in sourcing/ordering materials, equipment and trophies within the scope of the Sport budget
- Manage booking sheets for training sessions
- Manage uniforms, including laundering sporting clothes/uniforms
- Manage the sports storerooms and equipment, including stocktake and sport-specific first aid kits
- Host touring sports teams for events at the College
- Receive deliveries, stocktake, and pass all invoices to the Leader of Sport
- Support the Leader of Sport with WHS management (e.g. labelling hazards)
- Ensuring College facilities are prepared for events (e.g. line marking, set up)
- Accompany staff and students on day and overnight excursions
- Manage team/individual nominations and/or expressions of interest for Diocesan and CSNSW-level sporting events.

Carnival Support

- Book venues and buses
- Support the Leader of Sport to plan carnival run sheets and staff duties
- Coordinate equipment requirements
- Manage House points and Carnival presentations
- Oversee Carnival operations under the direction of the Leader of Sport.

Integrated Sport

- Support the planning for Terms 1-4 Integrated Sport in Years 7-10
- Book buses and venues
- Organise and manage all required equipment
- Monitor students placed on Sport detentions.

The Sport Trainee will perform other duties that the Principal may, from time to time, assign.

Compliance and Policies

All staff at Xavier Catholic College are required to adhere to College and Diocesan procedures and policies.

The Sport Trainee¹ is expected to support the College's Jesuit Catholic ethos, which is centred around Jesus Christ and the values in His teachings. They are also expected to contribute to the development of the College as a faith community by:

- Giving personal witness to Gospel values in carrying out the daily responsibilities of the position
- Contributing to the development of the College's Jesuit Catholic culture through the promotion of Catholic values, underpinned by the Ignatian charism and demonstrating appropriate support for the prayer and liturgical life of the College
- Supporting staff in the implementation of the College's Pastoral Care and discipline policies
- Supporting parents/caregivers in their role as the prime educators of their children.

Conditions

This role is a full-time position (70 hours per fortnight, exclusive of lunch breaks) from 8:00am to 3:30pm working during term time only. Additional work may be required outside of regular working hours from time to time; in these instances, hours and compensation will be negotiated between the staff member and the Principal or their delegate.

Remuneration

Remuneration for this position will be based on the National Training Wage, with classification dependent on the successful candidate's age.

This position description outlines the key duties, responsibilities, experience and skills required to successfully perform in this role. It is not intended to limit the scope of the position and characteristics of this role may be altered in accordance with changing role requirements.

Updated November 2024