



Position Title	Education Support Officer – Sports Assistant
Reports to	Director of Sport – Business Manager
Location	Edmund Rice Campus and Presentation Campus
Basis of Employment	Fixed Term (part-time) – Category B

St Mary's College is a coeducational Catholic school in the Edmund Rice tradition, and it is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children, the EREA Touchstones, and the values of St Mary's of 'Learning Always', in ways that are Transformative, Contemporary, Together and Sustainable.

Primary Objective

The primary objective of this role is to provide administrative support and coaching assistance to the College.

The role requires undertaking a range of complex and often competing tasks, managing deadlines and schedules, responding to circumstances as they change, whilst at the same time projecting a warm and welcoming spirit to students, colleagues, and community members. Service excellence, flexibility and teamwork are essential requirements of the College and hallmarks of the staff who work in administration at St Mary's College.

Responsibilities of the role include, but are not limited to:

Faith Dimension

- Supporting the Faith, Religious dimensions and values of the Catholic Church and Edmund Rice education
- Participating in St Mary's community activities that uphold the objectives and traditions of Edmund Rice education, in particular, the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.

Pastoral Care, Child Safety and Discipline

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment.

Professional Conduct

- Engaging with students by employing appropriate and professional modes of interaction that are consistent with the requirements of Catholic Education Commission of Victoria, the Victorian Institute of Teaching and Edmund Rice Education Australia.

- Interacting with all staff in a respectful and responsible manner that is consistent with the requirements of Catholic Education Commission of Victoria, the Victorian Institute of Teaching and Edmund Rice Education Australia.
- Managing professional information by applying discretion and confidentiality
- Representing the College to students, parents, professional bodies, and the wider community in a professional manner
- Attending the College in appropriate professional attire that is consistent with the St Mary's Professional Dress Code.

Professional Development

- Attending College Professional Development and Faith Development days
- Committing to ongoing professional development
- Continuing development of ICT skills as technologies evolve
- Participating in the staff appraisal process

Curricular involvement

- Supporting and participating in the range of co-curricular programs offered at St Mary's
- Proactively encouraging students to participate in co-curricular activities
- Acting as a role model for participating students
- Creating and maintaining a safe environment in which students may enjoy their participation

General and Administrative Duties

- Attending all relevant school meetings, liturgical celebrations and after school services/assemblies, sporting events, community, and faith days as well as professional learning opportunities, as scheduled
- Attending school organised activities relevant to Program and Learning Area, as required
- Contributing to a healthy and safe work environment for yourself and others and complying with all safe work policies and procedures
- Maintaining currency of first aid, mandatory reporting, and anaphylaxis training
- Demonstrating duty of care to students in relation to the physical and mental wellbeing
- Participating in duty supervision as rostered and other supervision duties when required
- Demonstrating professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2018 (VCEMEA)*.

Specific responsibilities of the role include:

Administration

- Fielding enquiries from, and attending to, students in the team.
- General administrative duties as required.
- Communicating with Director of Sport, or their delegate, needs, for example, equipment replacement, first aid contents replenishment
- Any other duties as requested by the Principal or Business Manager that are consistent with the Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA).

Support Services

- Providing the ACC Coach with assistance before, during and after the match on game-day

Selection Criteria

- A demonstrated understanding of the ethos of a Catholic school and its mission.
- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold a Working with Children Check card and must be willing to undergo a National Police Record Check.
- Must hold current First Aid qualifications suitable for an education setting.
- Ability to work as part of a team.
- Excellent interpersonal and communication skills.
- Good oral and written communication skills, including ability to communicate with children, parents and the school community.
- Ability to work autonomously with little supervision.
- Sound organisational skills including strong attention to detail.
- Proven time-management skills.
- Self-motivation.
- Maturity.

Personal qualities -- include being an effective communicator and a team player, having an awareness and sensitivity to the needs of the teacher and the classroom environment and being mindful of the importance of discretion and confidentiality inherent in the position.

Salary

The salary is determined in accordance with the VCMEA.