

EDUCATIONAL SUPPORT TRAINEE

OVERVIEW OF ROLE:

The Educational Support – Trainee – will work with Director's of Engagement to support the learning and wellbeing of students. Their role will primarily be to support and assist teachers to achieve the best learning environment for students so they can achieve their personal learning goals.

SPECIFIC RESPONSIBILITIES:

Educational Support Trainee -

1. Is to support subject teachers in the delivery of differentiated classroom programs including programs modified by teachers to accommodate individual student abilities.
2. Complete requested duties by Learning Area Leaders to support overall learning & teaching programs.
3. Assists, where required, with planning and implementation for College events.
4. Attends camps and other activities as required.
5. Performs any other appropriate duties as required by the Principal

PERFORMANCE REVIEW:

The Annual Review Meeting will serve as an appropriate forum for the on-going review of the position.

TIME MANAGEMENT

A timetable with required learning support will be prepared at the beginning of the school year through negotiation with trainee and supervisor's. This is to be reviewed at the beginning of each term. The Assistant Principal Learning and Teaching to approve timetable.

PROFESSIONAL EXPECTATIONS:

1. The Educational Support Trainee undertakes to:
2. Have current Working with Children Check.
3. On employment the trainee will agree to sign an acceptance and disclosure statement to agree to abide by the Child Safe Standards, Child Safe Code of Conduct and meet the expectations of working in a Catholic School in accordance with the relevant legislation.
4. Follow all policies and procedures
5. Embed high expectations and the pursuit of excellence as pervasive aspects of school culture.
6. Carry out all responsibilities in a professional and ethical manner.
7. Act consistently and effectively as a role model for others.
8. Encourage other staff to undertake their responsibilities in an equally professional and ethical manner.

9. Seek and engage in professional learning opportunities.
10. Be conversant with school policies relevant to their work.
11. Meet all Safe School requirements in the Catholic College Sale Policy
12. Manage time effectively so that associated trainee studies are completed within set timeframes.

WORKING RELATIONSHIPS:

The Educational Support Trainee has significant and/or frequent working contact with the Directors of Engagement and works closely with subject teachers.

RESERVATION OF AUTHORITY:

The Educational Support Trainee is responsible to the Principal through the Assistant Principal Learning & Teaching.

SPORT AND OUTDOOR EDUCATION TRAINEE

OVERVIEW OF ROLE:

The Sport and Outdoor Education Trainee provides assistance with the various sporting and outdoor education activities. It is expected the Trainee will show maturity and responsibility when dealing with staff and students. As well as showing initiative and independence when carrying out various duties.

Specific Responsibilities

The Sport and Outdoor Education Trainee –

Classes: on and off campus

1. Is present in Physical Education classes (including at outside venues, such as the pool) and Outdoor Education classes, supporting the classroom teacher while learning, (there should be a weekly schedule of classroom involvement).
2. Assists the Outdoor Education teacher(s) with organisation and supervision at off-campus day trips, camps and other Outdoor Education activities.
3. Assists the Outdoor Education teachers in organising the Outdoor Education camps – this includes assisting when equipment is handed out.

Equipment

1. Monitor sports equipment usage, ensuring return of same, at lunchtimes and other times by students.
2. Maintains and repairs Physical Education and Outdoor Education equipment.

Events and Administration

1. Assists the Sport and Recreation Manager in the planning, preparation and running of the in-school swimming and athletics carnivals.
2. Assists the Sport and Recreation Manager in organising the staffing of sporting team trips.
3. Assists with the selection and coaching of students for school sport teams;
4. Attends to the administration of sporting team sheets, sporting team meetings and collecting permission slips.
5. Is available, within reason, to attend school camps, such as the Year 7 camp and the Year 9 Challenge camp.
6. Works, in conjunction with Sports cabinet members, to organise lunchtime activities.
7. Performs any other appropriate duties as required by the Principal.

PERFORMANCE REVIEW:

The Annual Review Meeting will serve as an appropriate avenue for the on-going review of this position.

PROFESSIONAL EXPECTATIONS:

The Sport and Outdoor Education Trainee undertakes to -

1. Have a current Working with Children Check.
2. On employment the trainee will agree to sign an acceptance and disclosure statement to agree to abide by the Child Safe Standards, Child Safe Code of Conduct and meet the expectations of working in a Catholic School in accordance with the relevant legislation.
3. Embed high expectations and the pursuit of excellence as pervasive aspects of school culture.
4. Carry out all responsibilities in a professional and ethical manner.
5. Act consistently and effectively as a role model for others.
6. Encourage other staff to undertake their responsibilities in an equally professional and ethical manner.
7. Seek and engage in professional learning opportunities.
8. Be conversant with school policies relevant to their work.
9. Meet all Safe School requirements.

WORKING RELATIONSHIP:

The Sport and Outdoor Education Trainee has significant and/or frequent working contact with the Sport Coordinator (with whom he/she meets weekly) and with the Sport, Physical Education and Outdoor Education teachers. Under the direction of the Director Engagement.

RESERVATION OF AUTHORITY:

The Sport and Outdoor Education Trainee is responsible to the Principal through the Sports Coordinator.