



DUTY STATEMENT

Health & Physical Education Assistant

Date: January 2022
Time: Full-time
Status: Ongoing
Department: Health & Physical Education

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

The successful applicant will play an important role in supporting the teaching & learning and extra-curricular programs at the College by assisting the Physical Education and Soccer staff with the maintenance and preparation of equipment, facilities and other resources. The applicant will also be required to assist with the delivery of Physical and Outdoor Education and Soccer Academy programs within the College. The successful applicant will report to the Head of Learning Area (Health & Physical Education).

LINE MANAGEMENT:

- Working under the direction of the Head of Learning Area (Health & Physical Education).

DUTIES AND RESPONSIBILITIES:

- Assist with maintaining the PE and Soccer store rooms and Gymnasium are kept in a tidy manner ready for all classes, school activities and sporting events;
- Regularly and thoroughly inspect sporting equipment used by students and teachers and report damage to the relevant HOLA;
- Prepare equipment for various sporting teams, make minor repairs to sporting equipment, and maintain and clean team uniforms;
- Attend before school Outdoor Education lessons to assist the teacher in running the program and to be available in case of emergencies;
- Attend camps and assist teachers with supervision of students, help arrange and conduct activities;
- Assist at various sporting events as directed, including marshalling, timekeeping and results entry;
- Assist with set-up and pack up of carnivals;
- Assist with general administration duties;
- Other duties as directed by the Principal or their delegate.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Strong interest in sport and recreation activities;
- Basic computer skills;
- Ability to prioritise workload;
- Well organised, punctual, high standard of dress and grooming;
- Able to work as part of a team;
- Well-developed organisational and communication skills;
- Enjoys working with a wide range of people;
- Shows initiative and be able to work with minimal supervision;
- Willing to work towards Bronze Medallion and Senior First Aid;
- Must hold a current Nationally Coordinated Criminal History Check (through the Department of Education WA);
- Must hold a current 'Working with Children' card;
- Treat all information of the College in a confidential manner;
- Develop relationships with all staff, students and family members in such a manner as to support the Catholic Education Office and the Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework;
- Comply with the Public Health Order regarding mandatory covid vaccination requirements.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA);
- Salary Schedule – Teachers' Aides & Teaching Assistants;
- Step 1 – 2.