



## Emmanuel Catholic College

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[www.emmanuel.wa.edu.au](http://www.emmanuel.wa.edu.au)



Dear Applicant

Thank you for your interest in Emmanuel Catholic College.

Emmanuel Catholic College is an innovative and vibrant school community that seeks to deliver an engaging contemporary 21<sup>st</sup> Century education. We are a proud Catholic school, committed to providing a holistic education encompassing a vision where we strive to develop a strong sense in our students of the benefits in becoming men and women for the service of others.

All staff have a major role to play in achieving our mission and offering a quality education in line with our College Vision and Values.

We aim to attract employees who want to be part of a community of innovative, life-long learners, providing a safe and nurturing environment for our students, delivering personalised education, and striving for excellence.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mr Vince Bellini, Vice Principal on 9414 4000.

Kind regards

Mr Paul Watson  
Principal

## Position Information

### Trainee in Sport and HPE

Full time – 12 Months

#### About us

Emmanuel Catholic College is a leading co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Success. Emmanuel Catholic College opened its doors in 1999 to a small group of Year 8 students. It is now home to approximately 1,100 students.

The College name, derived from the Hebrew word Emmanuel, means "God is with us". The campus is a modern and vibrant learning area, equally enhanced by the natural beauty of both Lake Kogalup and the natural bushland area of the Beeliar Regional Park.

Emmanuel Catholic College acknowledges and pays respect to the Traditional Owners and Elders, both past and present of the land on which our College is located, the Whadjuk people of the Nyungar Nation.

#### Success Criteria

The successful applicant will possess:

- Uncompromising confidentiality.
- A current or willing to obtain a First Aid qualification or higher.
- The capacity to work both collaboratively and independently.
- Strong communication and organisational skills.
- A sound grasp of office information and communication technology.
- A clear understanding and support for the ethos of Catholic Education.
- The ability to use initiative in maintaining a positive College profile.
- A positive and welcoming attitude to the public.
- The capacity to organise and schedule efficiently, work quickly and to deadlines.
- The ability to liaise and work positively and constructively with other members of staff, with parents and the wider community.

#### Essential Requirements

- Current Working with Children Check.

**Applications close at 3.00pm on Thursday 13 October 2022**

# Duty Statement

## Trainee in Sport and HPE – Full Time 12 Months

The Sport and HPE Trainee at Emmanuel Catholic College has responsibility to assist the Health and PE staff and the Head of Sport to complete daily administrative tasks. The Trainee reports to the Head of Learning Health and Physical Education for curriculum responsibilities and to the Head of Sport for the sport development.

### Areas of Responsibility:

#### *Sport Development*

- Maintain the College vision, mission and core values.
- Organise all equipment required for afterschool sport and College carnivals.
- Organise all college sporting teams' uniforms, including washing, drying and folding.
- Manage the set-up of playing facilities prior to playing fixtures, including scoreboards, scorecards, padding, tables, chairs etc.
- Support and develop the on-going growth of College sport.
- Continually check equipment and report any damages to the Head of Sport.
- Liaising with all staff members, leading into College carnivals.
- Complete administrative duties in preparation for College sporting events, including nominations, permission forms, training attendance.
- Oversee the inputting of results into scoring systems at Emmanuel and online for ACC events.
- Trophy engraving and collection.
- Officiating at school or interschool carnivals.
- Booking of buses and venues, on behalf of the Head of Sport.

#### *Curriculum Responsibilities*

- Trainee will have a class timetable to follow (as discussed with HOLA).
- Organise and maintain ALL equipment storerooms, as required.
- Assist in the organisation of camps and excursions and attend where necessary.
- Administrative duties on behalf of HPE staff, including emailing, photocopying, and maintaining digital storage.
- Acting as a photographer within HPE classrooms and on camps and excursions.
- Maintain and organise the PES classroom and Weights room, as required.
- Set up activities and equipment for classes as required by HPE staff members.

### Tenure and Conditions:

- Employment contract with AFL Sportsready Education and Employment.
- The appointment is full time during term time.
- Monday to Friday 7 hours per day (lunch break 30 minutes) 32.5 hours per week.
- Attendance at College camps and excursions as directed from the Head of Learning Area.
- All annual leave is to be taken in school holiday time.

### After Hours Requirements at College Events include:

- College events as required or as specified by the Principal.

### Appointment:

On appointment, the successful applicant will be required to:

- Have a current Education Criminal Record Check.
- Have a current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.

## General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

All applicants must have a current Working with Children Check (WWC) and those applying for a teaching position must hold a relevant degree and be eligible for Registration with Teacher Registration Board of Western Australia (TRBWA).

Applications for a position at Emmanuel Catholic College must be consist of;

### 1. Covering Letter

The Covering Letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position being applied for (maximum 2 pages).

### 2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Subjects / Courses taught
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications / experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of three (3) professional Referees, one of which should be the current employer.
- If applicable, a Parish Priest should also be included.

**Applications should be addressed to the Principal, and uploaded via the Emmanuel Catholic College website form: [Application for Employment – Emmanuel Catholic College](#)**

Further information can be obtained by contacting the Head of Health and Physical Education, Mr Ryan Henley on 9414 4000.