



# Physical Education Assistant – Job Description

## Our Vision for Learning – Growth through Challenge

Prendiville Catholic College is a Catholic co-educational College established by the Archdiocese in 1986 with over 1100 students from Year 7-12. The College is a community of faith and learning modelled on the College motto '*Christus Pastor Meus – Christ My Shepherd*' where everyone feels Safe, Happy, Included and Respected – *The Prendiville Way*.

Our learning is focused on the developing of the whole person; Academically, Socially, Physically and Spiritually guided by our Vision for Learning – *Growth Through Challenge*.

### Purpose of the Role:

The Physical Education Assistant contributes to the Catholic mission of the College and its educational goals by ensuring the effective operation of the College's Health and Physical Education Department. In particular, assisting with administrative duties and the provision of materials to staff and students when required.

### Duties:

The Physical Education Assistant reports to the Head of Learning – Health and Physical Education and provides office and administrative support to the Health and Physical Education Department. This role is vital for the smooth-running of the department. You will be required to use a variety of software including Microsoft Office and a Student Management system, e.g. SEQTA.

Aside from this, potential candidates will need to have excellent communication, organisational and time management skills and the ability to work with high school aged students.

The Physical Education Assistant liaises with both internal and external staff, it is important that they are always well-presented and maintain a sense of professionalism.

### Tasks involved:

A Physical Education Assistant may perform any, or all, the following tasks:

- Answering incoming calls, taking messages and re-directing calls as required.
- Dealing with email enquiries from staff, students and/or parents.
- Extensive use of Microsoft Excel, Word & PowerPoint.
- Stock take & maintaining of sporting equipment and stationery.
- Maintain tidiness and organisation of storage areas, weights room, gymnasium and organise maintenance orders for them as required.
- Assist in the organisation and help with preparation of all major carnivals throughout the year.
- Logistical support for school sport teams with uniforms and equipment.
- Assisting staff with coaching sporting teams.
- Laminating, photocopying, binding, filing documents.
- Assisting in Physical Education and Outdoor Education classes.
- Attending Outdoor Education camps when required.

## Essential Qualities:

- Strong interest in sport, outdoor education and health.
- Ability to work in the ocean and marine environment.
- Well organised.
- Able to work as part of a team.
- Good communication skills.
- Enjoys working with a wide range of people.
- Ability to prioritise workload.
- Great problem-solving skills.

## Other Duties:

- Any other duties as deemed appropriate and necessary as directed by the Principal.

## Qualifications and license requirements:

- Driver's License.
- Senior First Aid.
- Bronze Medallion, or Surf Rescue Certificate, or School Teacher Aquatic Rescue Training.
- Bus License (desirable).

## Statutory Requirements:

- Current Working with Children and
- Nationally Coordinated Criminal History Check issued by the Department of Education.

## Employment Details:

Job Title	Physical Education Assistant
Employment Status	Full-time, temporary one year position (with possibility of extension)
Classification	Level 1.1 – 1.6 depending on experience. Administrative and Technical Officers Award in accordance with the EBA
EBA	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
FTE/Salary	0.75FTE - \$33,718 to \$44,172 per annum
Work Arrangement	40 working weeks per year. 8:30am - 3:30pm daily. 5 days per week (32.5 hours per week). 6-month probation period
Start Date	03 February 2025
Reports to	Head of Learning Area – Health and Physical Education
Review period	As required