

All about the girl

JUNIOR SCHOOL PHYSICAL EDUCATION COORDINATOR 12 MONTHS FIXED TERM

POSITION DESCRIPTION

REPORTS TO	Head of Junior School
DIRECT REPORTS	None
KEY RELATIONSHIPS	Deputy Heads of Junior School Junior School Physical Education Teacher and Sport Coordinator Staff Students Parents
PURPOSE	The primary purpose of this role is to oversee the delivery of outstanding Physical Education programs from Kindergarten to Year 6 so that every girl improves in her physical knowledge, confidence and skill every year.
ENVIRONMENT	This 12-month fixed term leadership role includes both a monetary allowance and a 0.2FTE time allowance in addition to a teaching load across Kindergarten to Year 6. This is a full-time position.

KEY AREAS OF RESPONSIBILITY

- Plan and implement a sequential Kindergarten to Year 6 Physical Education and Sport program, including Perceptual Motor Program
- Manage Physical Education staff within the Physical Education program
- Monitor and coordinate reporting and assessment for Physical Education in accordance with the Australian Curriculum for Prep to Year 6.
- Organise external venues, coaches and transportation to support the Physical Education program
- Coordinate Junior School House carnivals, including Athletics, Swimming and Cross Country events
- Mentor Year 6 House Captains in relation to Physical Education
- Coordinate and facilitate lunchtime clubs related to Physical Education
- Be responsible for purchasing maintaining the Physical Education equipment for Kindergarten to Year 6 classes
- Support the Kindergarten to Year 6 co-curricular program, including camps, excursions and events

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An understanding of the Lowther Hall context
- An appropriate undergraduate study/qualification in Physical Education
- A current and appropriate VIT
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current anaphylaxis management qualification
- Current asthma management qualification
- Willingness to undertake a National Criminal History Record Check upon appointment



PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

