



**ALL SAINTS'  
COLLEGE**



## **DUTY STATEMENT JUNIOR SCHOOL HEALTH AND PHYSICAL EDUCATION TEACHER**

***All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.***

***The Junior School Health and Physical Education Teacher is required to have a current Senior First Aid Certificate and Bronze Medallion.***

This Duty Statement is to be read in conjunction with the Junior School Teacher Duty Statement.

### **POSITION PURPOSE**

The Junior School Health and Physical Education Teacher is directly responsible to the Dean of Junior School for the administration, coordination and selection of Junior School students who participate in Independent Primary Heads Association of Australia ("IPSHA") or interhouse sporting activities.

### **KEY RESPONSIBILITIES**

#### **1. Administration**

- (a) Ensure external sporting facilities required by the College's students are reserved for IPSHA fixtures and interhouse sporting activities.
- (b) In keeping with College procedures, arrange transportation for students to attend IPSHA sporting fixtures.
- (c) Host and coordinate IPSHA Touch and Athletics Carnivals.
- (d) As per College procedures, advise the Facilities Coordinator of facilities to be reserved and of the required sporting field preparation.
- (e) Organise and implement Interhouse Swimming and Athletics Carnivals from Kindergarten to Year 6.
- (f) Check regularly that required sporting equipment is in a safe and useable condition, and, in liaison with the Assistant Dean of Junior School (Wellbeing) and Director of Sport and HPE, arrange repair or purchase replacement equipment in accordance with College budget procedures.
- (g) Maintain an orderly storage system and computerised stock inventory for sporting equipment

- (h) In liaison with the Health Centre Coordinator, ensure the First Aid supplies for the Physical Education activities of students are maintained.
- (i) Ensure that the relevant sport equipment and a First Aid kit are provided for each game.
- (j) Record results of IPSHA and interhouse games, submit to IPSHA Dean of Junior School/ Assistant Dean of Junior School (Wellbeing) and staff responsible for presenting and publishing results in College Assemblies and Publications and archive in accordance with College procedures.
- (k) Attend IPSHA PE Coordinator meetings and impart feedback of the discussions to the Dean of Junior School and relevant staff.
- (l) Report on interhouse or IPSHA issues to the Dean of Junior School/ Assistant Dean of Junior School (Wellbeing), students/ parents, staff/ coaches (verbally or through written communication).
- (m) Maintain accurate records pertinent to expenditures for the Junior School Physical Education budget and, under the supervision of the Assistant Dean of Junior School/ Dean of Junior School, assist in the preparation and administration of the annual Junior School Physical Education Budget.
- (n) In collaboration with the Director of Sport and HPE and Dean of Junior School, contribute to the Sport Strategic Plan.

## **2. Curriculum Preparation**

- (a) Work in collaboration with other Junior School staff, including the Dean of Junior School, Assistant Dean of Junior School (Wellbeing) and Early Childhood Coordinator, to develop and evaluate Physical Education teaching/ learning programs.

## **3. Students**

- (a) Select Junior School students for All Saints' College sporting teams for participation in IPSHA sport.
- (b) Monitor students for the wearing of the correct sport uniform(s) and ensure appropriate behaviour standards are met in accordance with Student Guidelines.
- (c) Liaise with students and parents on forthcoming IPSHA events and related issues.

## **4. Human Resource Management**

- (a) Supervise and mentor the induction of new Junior School Physical Education staff.

## **5. Staff Expectations**

- (a) Serve as good ambassadors of the College. This includes conducting oneself in accordance with the professional standards of the College, including being well-groomed and wearing appropriate professional attire.
- (b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- (c) Attend staff meetings — full College, Junior School, year level meetings, team teaching meetings and, on occasions, extraordinary meetings.

- (d) Promote and assist in the extracurricular programme of the College, interacting with students in activities outside the set daily timetable (minimum expectation is one hour per week.)
- (e) Carry out extra duties as required, for example, House leader, curriculum leader, grounds duty, internal relief, special Chapel services, parent information evenings, fellowship events and Presentation Ceremony.
- (f) Attend school camps held in Term 1 each year, as required.
- (g) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (h) Maintain professional confidentiality concerning information about staff and/or students.
- (i) Strive to implement productivity, quality and service improvements on a continual basis.
- (j) Remain abreast of current trends through
  - i. participation in and contribution to professional development activities;
  - ii. Relevant professional organisations.
- (k) Undertake and apply Occupational Health and Safety requirements in the workplace.
- (l) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (m) Operate as a 'team player' at all times and fully support the Principal, Dean of Junior School and activities of the College.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

February 2018