



# NEWHAVEN COLLEGE

Position Description

Education Support Trainee

(Year 9 Environmental Centre)

AFL Sports Ready Traineeship



## DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

## OUR SCHOOL VALUES

Respect

Honesty

Empathy

Responsibility

Excellence

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Job Title	Education Support Trainee
Reports to	Head of Year 9
Date	October 2024
Employment Status	Temporary – Traineeship AFL Sports Ready, full time (1 year duration), commencement 24 January 2025 until 9 December 2025
Classification Level	Classification will be determined in accordance with Education Services General Award engaged by AFL Sports ready

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## POSITION PURPOSE

This trainee position is an opportunity to explore and have practical experience in an Education environment. To develop skills and knowledge to work alongside teachers and students to learn further of how an Education Support Role can contribute to students learning and growth.



## TERMS OF APPOINTMENT

- This position is a temporary trainee position engaged by AFL Sports Ready and Newhaven College shall host the employment placement and AFL sports ready will facilitate studies to complete a Certificate III Education Support within 1 year duration.

## Duties and Responsibilities:

- Organise work priorities and development.
- Contribute to effective workplace relationships.
- With guidance, support and assist Teaching staff in the classroom to support a learning environment for the students and support students that may require additional support.
- Support and assistance with guidance of Year 9 experimental learning programs and participate in excursions and overnight student experiences.
- Undertake risk analysis of activities under Teacher's guidance.
- Following tasks and direction to prepare logistical aspects for camp operations.
- Provide input and hands on preparation of outdoor education equipment.
- Participate and support supervision of overnight outdoor education program for Year 11, 12 and 9.
- Support the planning and preparation of Year 9 Community games and sporting events.
- Assist in the delivery of Year 9 PE classes under Teacher's guidance.
- Undertake administrative support tasks as required by Head of Year 9.
- Provide first aid response.
- Follow defined Occupational Health and Safety policies and procedures.
- Conduct is aligned to College policy and procedures to maintain confidentiality.
- Complete online child safety module and mandatory reporting training as delivered by the compliance officer.

## Personal Requirement

- Strong interest to support students learning and growth in Education Support.
- Be organised and able to plan ahead.
- Able to work apart of a broad team within the Year 9 Environmental Centre.
- Good communication and building on administration skills such as word, excel and databases.
- Enjoy the outdoor environment and working with a wide range of people.
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Work and align with the College values and expectations.



#### SPECIAL CONDITIONS AND REQUIREMENTS:

- Maintaining a valid working with Children Check and current National Police Criminal History Check
- Comply with the College's Code of Conduct and Child Safe Policy and standards.
- Undertake child safe and other training as required.

#### STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.*