

POSITION DESCRIPTION

AFL Trainee – Sport and Recreation

POSITION	AFL Trainee – Sport and Recreation
RESPONSIBLE TO	Director of Sport
CLASSIFICATION	Traineeship Employed by AFL SportsReady
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the AFL SportsReady Trainee Collective Agreement (and any amendment) • Remuneration is in accordance with the AFL SportsReady Trainee Collective Agreement (and any amendment)
PREPARED BY	Principal Interim Deputy Principal Wellbeing and Strategy Director of Sport Head of Human Resources
ISSUE: 10	DATE: October 2025

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The trainee is seen as an essential addition to the Sport, Physical Education and Health Faculty. Their involvement or assistance in activities on a day-to-day basis will be overseen by the Director of Sport.

1. Assist the Director of Sport

- a. Communicate with staff, students and parents staff, regarding the Cocurricular Sport program as directed by the Director of Sport
- b. Assist staff to conduct training sessions/trials/classes
- c. Prepare team sports bags and equipment. Pack them away at the end of each sports fixture

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- d. Attend after-school weekly sport fixtures – to be available two afternoons (possibly three afternoons particularly in Term 2) per week for GSV Sport
- e. Attend and assist at various sport events, including:
 - Carnival days, including House Carnival data entry as requested by the Director of Sport
 - GSV Expo Day
 - Celebration of Sport Assembly
- f. Manage first aid kits for GSV sport, sports events, and carnival days
- g. Manage the coordination of the annual and weekly sports calendars
- h. Maintain register of sport uniforms loaned to students. Wash sport uniforms at end of each term
- i. Manage the repair and maintenance of equipment as directed by the Director of Sport
- j. Provide administrative assistance to the Director of Sport as required, including the following:
 - Use Clipboard to assist with student sport sign-ups, team selections and fixtures
 - Create and publish EdSmart permission forms, monitor responses and organize groups
 - Book busses for GSV sport, sport events and carnival days
 - Manage the booking of sport venues
 - Manage the hiring of umpires as directed by the Director of Sport
 - Create Purchase Orders on Synergetic
 - Place order for sport medals and trophies
 - Assist with the engraving of trophies and Honours boards
 - Respond to emails as directed by the Director of Sport
- k. Oversee the process of updating data and relevant paperwork in relation to 'Sport Colour Points'. This includes providing Student Reception with a list of Sport Colour Recipients at the end of Semester One and Semester Two.
- l. Provide information and data to the Director of Sport for the College Website, Newsletter and Social Media channels
- m. Contribute to the content of the College Intranet with the latest sport information: Venues, Fixtures, Sport News, Team Lists etc as directed by the Director of Sport
- n. Prepare marketing material as directed by the Director of Sport and the Head of Development

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2. Assist the Head of Health and Physical Education

- a. Assist staff in Years 7-10 PE classes (timetabled)
- b. Keep the H&PE storeroom neat and tidy
- c. Maintain all equipment – including washing team bibs and advising the Director of Sport if equipment needs to be replaced/repared
- d. Attend and assist in the year 11 sport program, year 7 Jump Rope for Heart program and other curriculum-based activities
- e. Maintain the circuit room
- f. Assist with First Aid for Year 11 sport as required
- g. Attend and contribute to Health and Physical Education meetings as required

3. Assist the Health Centre Coordinator

- a. Ed Smart - Ensure student permission forms are accurate and updated. Follow up with students and parents as directed by the Director of Sport
- b. Collate and manage First Aid folders/kits for GSV sports and House sports events
- c. Liaise with the Health Centre Coordinator and the Director of Sport and other staff to ensure all first aid protocols are followed

4. Other

- a. Order equipment as directed by the Director of Sport and the Head of Learning. This includes creating purchase orders.
- b. Assist with daily excursions/activities and at camps or other trips, at the request of the College
- c. Participate in school events such as: College masses, Feast days, official staff functions, attendance at Faculty and staff meetings
- d. Complete the requirements as outlined by the AFL SportsReady supervisors (for example: completing Certificate III/IV, workbooks and attending the workshops throughout the year)
- e. Hold the following certifications or obtain these prior to commencement of the placement:
 - Provide First Aid – HLTAID011
 - ASCIA Anaphylaxis Training for Schools
 - DET Mandatory Reporting certification

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5. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the College's professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures

The trainee will not to be left alone in a teaching or supervising position with students.

Dress requirements are as per the Siena College Staff Dress Code.

The trainee will be located in the Gymnasium Office with the Director of Sport.