



# ST LAURENCE'S COLLEGE

*A Catholic College for boys in the Edmund Rice tradition*

## **STRENGTH AND CONDITIONING ASSISTANT Position Description**

The Strength and Conditioning Assistant is appointed by the Principal, is responsible to the Director of Sport and Strength and Conditioning Coordinator, and operates within the parameters for Edmund Rice Schools as established by EREA.

### **1. POSITION PURPOSE**

The Strength and Conditioning Assistant's primary role is to assist the Strength and Conditioning Coordinator develop student athletic performance through systematic training to improve strength, speed and power through proper technique and motivation. This includes working collaboratively with the Director of Sport, Sports Administration Manager, Elite Program (Sports) Coordinator, Directors of Individual Sports and coaches to create and monitor programs for individuals and team sports programs.

This is a non-teaching position and requires good administrative, organisational and problem solving skills, as well as the ability to work effectively as part of a team.

The Strength and Conditioning Assistant will comply with all EREA and College Policies, and help to ensure that the co-curricular sports program supports the College mission and operates within the parameters expressed in the Charter for the Authentic Expression of Catholic Schools in the Edmund Rice tradition.

### **2. POSITION REQUIREMENTS**

- Openly supports the Christian values of the College
- Wear Photo Identification Card when on duty
- Implement College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*)
- Current First Aid Certificate
- Meet the requirements of the Selection Criteria on page 4 of this document.

### **3. POSITION RESPONSIBILITIES**

**Key Responsibility 1: Coach and Mentor Student Athletes through their athletic development**

#### **Duties**

- Assist the Strength and Conditioning Coordinator develop appropriate athletic development programs for the College's students

- Supervise and monitor students in the athletic development program ensuring student safety
- Maintain attendance records and assist in the management of athletic development data.

### **Key Responsibility 2: General Maintenance of Athletic Development Equipment**

#### **Duties**

- Assist in the general maintenance of athletic development equipment, particularly focusing on the gym space
- Identify maintenance concerns and coordinate in conjunction with the Strength and Conditioning Coordinator the repair of equipment
- Assist in the general cleanliness of the gym space including ensuring equipment is returned appropriately after use by students.

### **Key Responsibility 3: Mission/Ethos**

#### **Duties**

- Have an understanding of, commitment to and support for the mission and ethos of a Catholic School in the Edmund Rice tradition
- Establish positive relationships with members of the College community.

### **Key Responsibility 4: Other**

#### **Duties**

- Carry out all other duties and/or tasks as directed from time to time by the Strength and Conditioning Coordinator, Director of Sport, Assistant Director of Sport and/or Principal.

## **4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY**

- This position reports directly to the Strength and Conditioning Coordinator, and is responsible to the Director of Sport.
- This position has no direct reports.

## **5. COMMITTEE MEMBERSHIP**

- Administration Staff Meetings, as required.

## **6. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES**

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith.

All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

## 7. GENERAL TERMS OF APPOINTMENT

- All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.
- Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body of the College.
- All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

## 8. REMUNERATION & HOURS

<b>Classification:</b>	School Officers Award Level 3
<b>Tenure:</b>	12 month contract, term-time, part-time 25 hours per week, 5 hours per day
<b>Work Hours:</b>	Monday to Friday 6:15am-8:45am (2 ½ hours) 2:30pm-5:00pm (2 ½ hours) A split shift allowance will be payable.
<b>Terms &amp; Conditions:</b>	Please refer to letter of appointment Superannuation: 10% Sick Leave: 10 days on a pro rata basis Annual Leave: 20 days on a pro rata basis.

## **SELECTION CRITERIA**

Outlined below are the criteria that will be considered in the appointment of the Strength and Conditioning Assistant:

### **Selection Criterion 1 – Qualifications/Experience**

- Level 1 ASCA accreditation or Certificate IV in Fitness or equivalent experience to the position
- Experience in a school or sporting organisation athletic development program
- Must have a current Blue Card; or be eligible to apply for a Suitability Card for working with children
- Must have a current First Aid Certificate.

### **Selection Criterion 2 – Administration Skills**

- Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.

### **Selection Criterion 3 – Technical Skills**

- Demonstrated strong computer skills in all Microsoft applications.

### **Selection Criterion 4 – Communication Skills**

- Strong communication and interpersonal skills - both oral and written (ability to relate well on phone and in person with parents, students and employees at all levels of the College).
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis
- Demonstrated commitment to the pastoral care of students
- Ability to work in a team environment.

### **Selection Criterion 5 – Christian Ethos**

- A personal commitment to the Mission and ethos of the College.
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Laurence's College as a Catholic School

**Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.**

## **APPLICATION PROCESS**

### **Applications should contain the following:**

1. Covering letter addressing your reasons for the application
2. Response to each of the selection criteria
3. Current Curriculum Vitae.

**Note:** All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

### **Applications should be forwarded via email to:**

Mr Chris Leadbetter  
The Principal  
St Laurence's College  
Email: [employment@slc.qld.edu.au](mailto:employment@slc.qld.edu.au)

### **Enquiries may be directed to:**

Mr Sean O'Connor  
Strength and Conditioning Coordinator  
Direct line: (07) 3010 2779  
Email: [soconnor@slc.qld.edu.au](mailto:soconnor@slc.qld.edu.au)

Ms Lorraine Kopp  
Director of Human Resources  
Direct line: (07) 3010 1165  
Email: [lkopp@slc.qld.edu.au](mailto:lkopp@slc.qld.edu.au)

***Applications close: 3.00pm, Friday 18 January 2019.***

*DRAFTED: 09/01/2019*