



Sport Assistant

CENTRAL CAMPUS



[Introduction to Brindabella Christian College, Canberra](#)

Vision Statement

The vision of Brindabella Christian College is to advance a community of Wisdom, Integrity, Service and Excellence in and through Christian Education.

Background

For over forty years Brindabella Christian College, formerly the O'Connor Christian School, has provided a holistic approach to education based on Christian values and beliefs.

Preparing young people in a changing world which can be volatile, uncertain, complex and ambiguous, demands that the significant adults in a young person's life lead and learn alongside them with purpose, compassion and humility. The College seeks to actively influence the lives of a greater number of young people. It believes that the most authentic way of achieving access to those students is via the offering of a high-quality, excellent education program. This is the core business of Brindabella Christian College.

The College supports Christian families, and those supportive of the Christian worldview, to raise their children in a safe and caring environment. The school aims to partner with parents in the education of their children, supported by Christian staff.

The College is a member of Christian Schools Australia, and the Association of Independent Schools, ACT.

Values

As a Christian school, we value – *Wisdom, Integrity, Service, and Excellence*

Mission

Our mission is to offer high quality Christian education where parents and staff partner together to make a difference in our students' lives, by helping them grow in wisdom, live life with integrity, be empowered to serve, and to cultivate an excellent spirit.

Immutable Tenets

An important component of the ethos of the college is a set of tenets which Brindabella Christian College holds as sacrosanct. These are central to the identity and tradition of the school and will not be compromised under any circumstance. These include:

- Christian education where God is present in the daily life and work of the College
- Upholding of traditional, conservative Biblical values
- Co-education from Early Learning to Year 12
- Service to others
- Non-selective entry
- Individual focus on each student achieving their personal best
- Strong community connection.

Operational Philosophy of the School

The core work of Brindabella Christian College is to provide to students a high-quality education through a Christian worldview, from the infant developmental stage to the completion of the secondary years.

In order to achieve this, the College is aiming to regularly review and improve academic programs respond operationally to best meet emerging needs, conduct regular staff reviews to improve targeting of professional development for staff, maintain pastoral care for students, and employ high quality staff to support the teaching and Christian philosophies of Brindabella Christian College and its future growth.

Governance

Brindabella Christian College is governed by a Board of Directors. The Directors are responsible for setting the strategic view, the schools' policies, philosophy of the school and regulatory compliance.

The Board and the Principal desire to appoint a Health, Physical, Outdoor Education, and Sports Assistant who reports to the Head of Health and Physical Education and, ultimately, the Business Manager. This position would provide dynamic Health, Physical, Outdoor Education, and Sports Assistant services consistent with the College's strategic plan, vision, values, mission, and tenets.

Faith Basis of Employment

Appointment to this position is conditional upon you having and retaining during the term of the appointment a firm personal belief consistent with the Statement of Faith attached to your letter of offer from the College. This is inclusive of an active commitment to and involvement with a Christian Church holding a doctrinal position consistent with the Statement of Faith, this being an essential condition and inherent requirement of your appointment and continuing employment.

Should you cease to have a firm personal belief consistent with the Statement of Faith or cease to maintain an active commitment to and involvement with an appropriate Christian Church you must inform the Principal and/or Board immediately. In such an event the College may terminate your employment opportunity summarily in accordance with the provisions outlined in your letter of appointment.

Assistant Position – Health, Physical & Outdoor Education and Sport Assistant,

We are seeking an exceptional person to join our School as an ongoing Health, Physical & Outdoor Education and Sport Assistant for HPE Years 6-12. The position is full-time during the school term, with the possibility of additional days for BCC Professional Learning or at the beginning and end of each term as determined by the Head of HPE or the Business Manager.

Health, Physical & Outdoor Education and Sport Assistant will need to demonstrate an ability to support the Head of Health and Physical Education by providing administrative, logistical and operational support to the HPE department and ultimately the Business Manager.

Position Description / Responsibilities

At Brindabella Christian College all staff are expected to support the strategic direction of the College, its Board, staff, students and families. They will:

- Support the Christian ethos of the College
- Assist with the scheduling and coordination of sports events, and outdoor activities
- Prepare and distribute relevant documentation, including permission slips, event schedules, and preparing VTR'S and risk assessments
- Manage communications between the HPE department, students, parents and external organisations regarding upcoming events.
- Support the planning and executing school carnivals, interschool competitions, and other sporting events.
- Assist in organising transport, accommodation, and other logistical aspects for off-campus activities
- Ensure that venues and equipment are prepared and available for scheduled activities.
- Liaise with coaches, referees, and external bodies to facilitate smooth event operations
- Oversee the maintenance and storage of sports and outdoor education equipment
- Conduct regular inventory checks and ensure that equipment is in good working order
- Arrange for the purchase of repair equipment as needed, in coordination with the relevant department heads
- Provide support during HPE classes, outdoor education sessions, and sports events
- Assist in supervising students during activities, ensuring their safety and well-being.
- Help deliver instructions, drills and activities under the guidance of the teaching staff and coaches.
- Provide first aid assistance if required during events or activities.
- Assist in the planning and executing of outdoor education programs, including camps and excursions.
- Attend weekly Outdoor Education lessons as a support staff member as required
- Attend Outdoor Education and school camps as a support staff member as required
- Support the development of risk management plans and ensure compliance with safety protocols.
- Coordinate with external providers and venues to organise and confirm bookings for outdoor activities.
- Act as a liaison between the HPE department and other school departments for cross-curricular activities.
- Attend the SSACT meetings, workshops, and training sessions as required.
- Assist with the delivery of before and after-school programs.
- Perform other duties as assigned by the Head of HPE Department or Sports Coordinator.

Role Responsibility

The Health, Physical & Outdoor Education, and Sports Assistant will report directly to the Head of Health and Physical Education and, ultimately, the Business Manager.

The Health, Physical, and outdoor Education and Sports Assistant will be required to collaborate with the HPE Faculty and other school departments.

Assistant Duties

Assistant duties will be assigned by the Business Manager, or delegate and will be stated in the employment contract.

Appraisal / Review Conditions

All General staff will undertake annual performance appraisals.

Qualifications, Knowledge and Experience Required

Skills and Qualifications - Preferable

- Certificate or Diploma in Sports Management, Physical Education, Outdoor Education, or related fields preferred.
- Previous experience in an administrative or assistant role within an educational or sports setting is highly desirable.
- Strong organisational and time management.
- Excellent Communication and interpersonal abilities.
- Proficiency in using office software (e.g. MS Office Suite) and sports management software.
- Ability to work independently as part of a team.
- Understanding of risk management and safety protocols in physical and outdoor activities.
- First aid certification (or willingness to obtain)
- Working with Children Check (WWVP)

Faith Basis of Employment

Act consistently with the Christian content within the 'Faith Basis of Employment' and the 'Lifestyle Agreement and Intention to Continue' statements within the College letter of offer and the Multi-Enterprise Agreement (all documents are available from the school's website)

Personal Skills and Attributes

- Active participation in a Christian church community
- A passion for Christian Education
- A sense of trust and honesty
- Energy, enthusiasm and a willingness to grow
- Team spirit and loyalty
- Excellent time management skills
- Excellent communication skills both written and verbal
- Can work well independently and as part of a team

Terms of Appointment

The remuneration package includes an attractive annual salary commensurate with the applicant's qualifications and experience. Consideration will be given to special superannuation arrangements and salary packaging.

There will be regular performance-based appraisals (see page 4) on agreed criteria. The position's start date is to be negotiated with the Business Manager.

The school reserves the right to fill the position by invitation or to re-advertise the position.

Other Documents

Please note that the following documents are available on the School website for your reference:

1. Faith Basis of Employment Statement
2. Lifestyle Agreement and Intention to Continue Statement
3. Multi Enterprise Agreement

Applications

Applicants for the advertised teaching positions at Brindabella Christian College are required to complete the Staff Application Form found on the [BCC website](#). Please lodge all documents at the same time.

Specific Position Enquiries (not lodgement) to:

Zack Lawley-Knott
Head of Health and Physical Education
Phone: +61 (2) 6190 7300

Or email jobs@bcc.act.edu.au

Lodgement of Applications

Applications can be lodged electronically by email to:

jobs@bcc.act.edu.au

Closing Date

Applications must be received in full by 27 October 2024. Interviews are expected to be held shortly after.