



APS and Co-Curricular Coordinator - Junior School (.6)

Position Description

Role Summary

The Junior School APS and Co-Curricular Coordinator is a multi-faceted role which impacts the development of Scotch College Junior School boys across physical, social and emotional domains.

The APS Coordinator oversees the School's participation in the APS sporting program, ensuring all Year 5 and 6 boys enjoy the benefits of competitive sport organization with other schools. This includes ensuring fixtures, resources and staffing are effective, efficient and accessible.

The Co-Curricular aspect of the role focuses on the implementation and development of the 'Thursday Afternoon Program' and the creation of rich and diverse co-curricular opportunities for all boys across Prep-6.

The Junior School APS and Co-Curricular Coordinator also supports the Junior School's Stage Leaders in the development and delivery of a challenging Camps program. With a focus on risk management, the role supports the organization of outstanding external learning and development opportunities for our Year 3-6 cohorts.

Responsibilities

- lead the delivery and organization of the APS program for Scotch College Junior School
- represent Scotch College at APS networking events
- lead pastoral support mechanisms within the APS program ensuring effective interschool collaboration
- lead Risk Management of APS, Thursday Afternoon and Camp programs
- manage the delivery of necessary resources for the APS program – including coaching, equipment and transport
- liaise with external providers for both APS and Co-Curricular programs, developing strong lines of communication and good relationships
- be a visible presence within the Thursday Afternoon Program and 'on-call' as teacher support for all activity each Thursday
- document and continuously improve the residential camp program within the Junior School, ensuring seamless transition to Senior School sequencing

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.



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OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- relevant qualifications in primary education
- demonstrated expertise in the organisation and delivery of complex programs
- demonstrated expertise in differentiation of learning for broad range of student ability
- strong understanding of risk management as it applies in the education sector
- excellent organisational and time management skills
- proficiency with technology and computer systems
- strong analytical skills with particular focus on use of qualitative and quantitative data
- ability to work collaboratively across teams, academic departments and with support staff
- excellent interpersonal, written and verbal communication skills
- well-developed organisational and time management skills
- relevant qualifications and/or training in child safety and wellbeing
- current Employee Working with Children check or VIT

Reporting To

Vice Principal - Head of Junior School

Deputy Head of Junior School