



Careers at SCOTS PGC College

Information for applicants

Vacancy: Gym Supervisor
Closing date: Monday, 19 March 2018
Commencement date: As soon as possible

The College

SCOTS PGC College is a Uniting Church school that aims to offer the finest co-educational learning experience in South-East Queensland. We encourage striving for individual excellence and achievement as well as promoting a value of service to the wider community. Our philosophy of schooling rests squarely on the belief that a true education encourages young people to question and explore, to develop a strong sense of personal identity, to strive to achieve one's best, and to value the act of serving without losing one's desire to lead.

We are a specialist co-educational boarding and day school that includes students, Prep through to Year 12 located in Warwick, Queensland.

The role

The Gym Supervisor will provide supervision and guidance to our students who are engaged in strength and conditioning programmes and general fitness sessions. The successful applicant must have current certificate level qualifications in Fitness as well as current First Aid qualifications.

This is a casual position for approximately 4-6 hours per week. The successful applicant may also access additional paid work through the coaching of school sporting teams including Rugby Union and Rugby 7's.

Selection criteria

1. A passion for working with children.
2. Excellent communication and interpersonal skills.
3. Current Certificate level qualifications in Fitness.
4. Current First Aid and CPR qualifications
5. Previous experience coaching and training adolescents in fitness and strength and conditioning.
6. The ability to obtain a Positive Notice (Blue Card) for working with children in Queensland.



Applications

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check

Applicants must be eligible to apply for a Blue Card for working with children in Queensland.

Completed applications should be emailed to employment@scotspgce.com.au

Privacy

A copy of the College's Employment Collection Notice can be obtained by clicking [here](#).

Enquiries

Enquiries regarding this vacancy should be directed to the Human Resources Officer.

P: 0746669811

E: employment@scotspgce.com.au



POSITION DESCRIPTION

COLLEGE PURPOSE

The College provides an outstanding holistic co-educational education to students throughout South East Queensland and beyond enabling them to become positive, resilient and engaged global citizens.

VISION

The College espouses all of the values of the Uniting Church ensuring that these inform our students' lives as individuals and a community. While emulating the values of the Uniting Church, concurrently instil and develop the values and traits of:

- Excellence
- Curiosity
- Caring
- Integrity
- Innovation
- Courage

POSITION

Gym Supervisor

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Co-curricular Activities
Direct reports:	Nil
Internal relationships:	Works with HPE and sports coaches
External relationships:	Nil
Committee memberships:	Nil

CLASSIFICATION AND TENURE

- SCOTS PGC College Enterprise Agreement
- Sports Coach Level 2
- Casual

HOURS OF DUTY

Casual hours in accordance with the gym schedule

INCUMBENT

Vacant



POSITION OBJECTIVE

The Gym Supervisor will oversee training sessions within the College's Strength and Conditioning Room. The incumbent will ensure that these training sessions are conducted in a safe and supportive environment.

SKILLS AND ABILITIES

- A passion for working with children
- An ability to create positive, professional relationships with students and colleagues
- An ability to effectively manage small groups of students in a busy environment
- Excellent communication and interpersonal skills

KNOWLEDGE

- Knowledge of age-appropriate physical training principles and programmes.
- Knowledge of the safety considerations relevant to a gym facility.

QUALIFICATIONS AND EXPERIENCE

- Certificate III in Fitness or similar qualification
- Current First Aid and CPR qualifications
- Current Positive Notice (Blue Card) for working with children in Queensland.
- Previous experience in strength and conditioning programmes involving adolescents.

OTHER ATTRIBUTES AND CONDITIONS

- An ability to coach one or more of the College's sports, including Rugby Union, is highly desirable.

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

- Oversee physical training sessions involving boys and girls aged 14-18 years.
- Carry out safety checks of equipment prior to each session.
- Formulate and monitor training programmes that are age and ability appropriate.
- Supervise the use of strength and conditioning equipment to maximise the safety of participants.
- Monitor risk management processes within the work environment.
- Refer matters of student behaviour to the Director of Co-curricular Activities or the Head of Health and Physical Education.
- Other duties that are within the employee's skills, abilities and qualifications as directed by the Director of Co-curricular Activities.

GENERAL PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards, compliance with Workplace Health and Safety Act and other legislative requirements or standards which may be appropriate and including College policies, procedures and local laws.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.



- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.
- The College is a non-smoking workplace and as a school, smoking is prohibited within five metres of the school boundary.
- Staff are expected to maintain an appropriate standard of dress and personal presentation to reflect their profession and work responsibilities.
- The College is a non-smoking environment. College policy and Queensland legislation dictate that smoking is prohibited within all areas of the College and within 5 metres of the College boundary.

SELECTION CRITERIA

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