

Schedule 1



POSITION DESCRIPTION HEALTH & PHYSICAL EDUCATION TRAINEE

Reviewed:	November 2022	Authorised:	Principal
Reviewed:	September 2023	Authorised:	Principal
Reviewed:	November 2024	Authorised:	Principal



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Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The College campus is free of alcohol, illegal drug and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title:

Health & Physical Education Trainee

Section/Department/Learning Area

Health & Physical Education

Tenure

Commencing Term 1, 2026. Full-time (1.0FTE), fixed term (12-18 month) Traineeship. Appointment is subject to the satisfactory completion, by the appointee, of a two (2) month probationary period, to standard acceptable to the College.

Workload

As a guide the hours of work are between 8:00am and 4:00pm however these hours will vary when the position requires attendance at sport training, camps etc.

The role works on one (1) week of each of the school holidays at the end of terms one, two and three. These weeks can be negotiated with the Head of Health & Physical Education. There may be occasions whereby longer hours during term (for example, to attend a camp) may be 'off-set' during a school holiday period.

Section 4. Reporting Relationship

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Health & Physical Education Trainee position reports to the Head of Health & Physical Education.

Section 5. Responsibilities and Duties

Overview

The Health & Physical Education Trainee is an integral member of the Health & Physical Education faculty. This team provides a high quality of service to all members of our community.

This position is not responsible for classes on or off the premises and cannot take the place of a teacher who has responsibility for the class.

Inherent in the position is the ability to do bending and heavy lifting of equipment, when conducting regular routine tasks which are essential to the efficient and effective running of a Health & Physical Education program. The Health & Physical Education Trainee is expected to conduct their work in a safe manner.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Always acting in the best interests of the College, the Association and its ethos.

Core Responsibilities and Tasks

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Head of Health & Physical Education's discretion. Employees may also be required to undertake other reasonable duties as directed.

- Effectively organising equipment
- Labelling and maintaining equipment
- Repairing equipment
- Stocktake equipment
- Assist with record keeping during trials, for e.g. athletics and swimming
- Data entry of trials, for e.g. athletics
- Photocopying notices for students
- Maintain office equipment
- Assist with PE classes where appropriate. For example, sports extension umpiring, setting up circuits, etc.
- Supervise aquatic activities, with staff member
- Check incoming goods and reconcile them with the order
- Post up-to-date tables on noticeboards.

- Prepare coaches' equipment at the start of summer and winter sports ready for distribution to coaches.
- Unpack coaches' equipment when they come in at the end of each season.
- Coach a summer and winter sport, including after school.
- Umpire games in their area of expertise, including after school games.
- Assist at Interhouse and Interschool carnivals and events.
- Provide support for teams that may be travelling to regional and metropolitan competitions.

Section 6. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
5. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Demonstrated enthusiasm for working with children of all ages.
2. Demonstrated ability to respond positively in a busy, client oriented environment, maintaining poise under pressure, and consistently demonstrating initiative.
3. A friendly and approachable manner.
4. Good interpersonal communication and telephone skills.
5. Strong organisational skills.
6. Demonstrated ability to work as a member of, and make a positive contribution to the Health & Physical Education programme.

Technical

1. Knowledge of safe work practices.
2. Sound computer literacy and use of Word, Excel and email.
3. Ideally, this individual should be familiar with at least two sports. Preferably, a winter and summer sport. They will be encouraged to complete level one coaching courses in each sport and potentially level one umpiring courses.
4. Obtained a First Aid Certificate (or working towards).
5. Qualified in either Community Surf Rescue Certificate or RLSA Bronze Medallion (or working towards).

Human Relations

1. Flexibility in all aspects of the job.
2. Ability to adapt well to rapid change.
3. Ability to communicate and work with the College community, particularly parents, as they help with various tasks in and around the Physical Education program.
4. Efficiency in all tasks undertaken.
5. Ability to work autonomously and as part of a team.
6. Good time management skills.

7. Ability to engage with students and staff.
8. Maintain high quality of customer service and personal presentation.
9. Enthusiastic and professional.

Section 7. Salary and Benefits

The successful candidate will receive:

- Fully funded qualification.
- Take the first steps of your career in an industry of your choice.
- Obtain on-the-job training and essential work experience.
- Complete a nationally recognised qualification (Certificate II, III, & IV).
- Be supported every step of the way.

Section 8. Application Process

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, Thursday 13 November 2025

**Peter Burton
Principal
October 2025**