

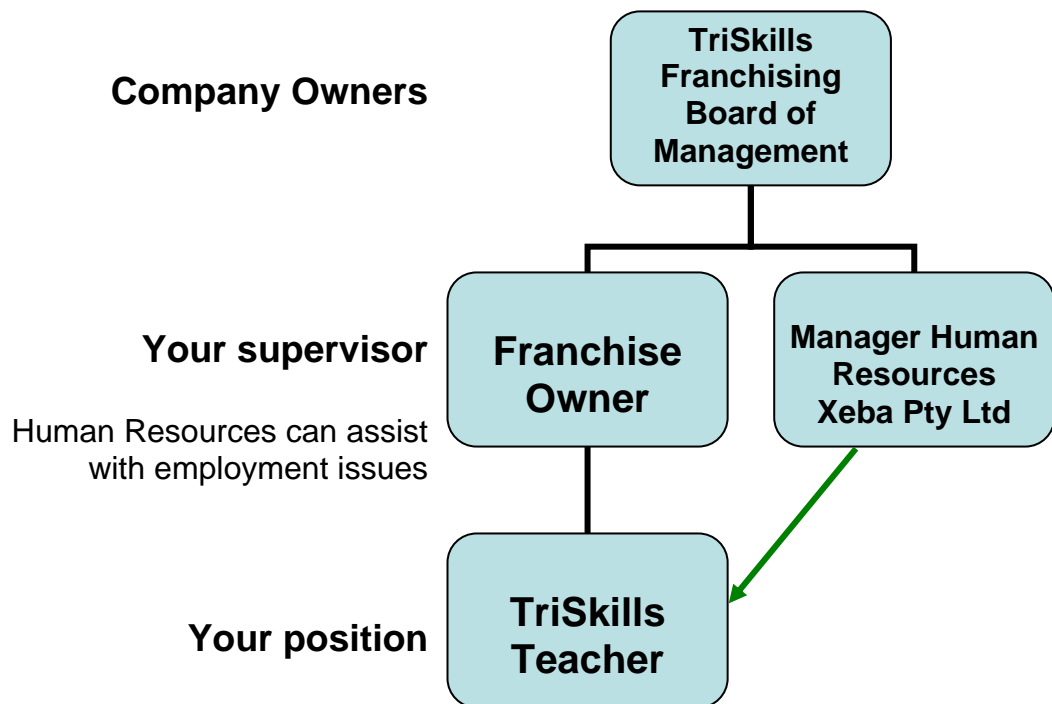


**POSITION DESCRIPTION**

To be read in conjunction with Letter of Offer and Employment Policies, including the Standards of Conduct Policy, Occupational Health and Safety Policies, the Vehicle Driving and Maintenance Policy and the Casual Staff Policy.

- POSITION TITLE:** TriSkills Teacher
- REPORTS TO (TITLE):** Lead Teacher
- HOURS OF WORK:** Casual
- SALARY/RATE OF PAY:** Commensurate with Qualifications and Experience
- COMMENCEMENT DATE:**
- PROBATIONARY PERIOD:** 3 months from commencement date

**1. ORGANISATION CHART**



**2. POSITION OBJECTIVE**

- To create and promote safety and a safe work environment at TriSkills.
- To carry out assigned tasks in-line with TriSkills Policies and Procedures.
- To instruct children in gymnastics / athletics / dance / sports or swimming programs, with the aim of promoting the TriSkills Vision through TriSkills Mission Statement.

**3. ROLES AND RESPONSIBILITIES**

To ensure that the TriSkills vision and mission are met, the Teacher will fulfil the following duties:



**Planning**

- Prepare, implement and evaluate appropriately documented, safe and challenging programs for all lessons conducted in-line with programs goals as directed by your supervisor.
- Be familiar with the correct first aid procedures and comply with reporting requirements.
- Be familiar with the TriSkills and the school’s emergency procedures and comply with reporting requirements.
- Know, promote and adhere to all company procedures.
- Attend in-house training activities that address school gymnastics, sports, athletics, dance and / or swimming programs needs.
- Ensure all equipment is checked regularly, particularly prior to use and comply with equipment safety reporting requirement.

**Teaching**

- Conduct in-school gymnastics, sports, athletics, dance and / or swimming programs.
- Be responsible for the training, conduct and discipline of gymnasts at all times when they are under his/her supervision.

**Communication and Liaison**

- Keep management informed and updated with all activities.
- Attend relevant School and Company staff meetings.
- Develop a good relationship with teachers and parents, supervisors and company management and communicate any relevant information to them.

**Professional Development**

- Attend appropriate updating events to maintain coaching qualifications and ensure relevant ongoing professional development.
- Attend on-the-job safety, skills and development training as required from time to time.

**4. DECISION MAKING**

- The Teacher shall have the authority to act on behalf of the Owner on a daily basis in all matters where affirmed policy, procedures and regulations have been set.
- The Teacher will be required to make decisions on lesson programming and student disciplinary measures in accordance with TriSkills policies.
- The Teacher shall be responsible for the prompt and professional referral of all matters to the Owner, where legal counsel may appear to be deemed necessary.

**5. ACCOUNTABILITY**

- The Teacher is responsible for the supervision of Trainee Coaches or Volunteers

WORK ALLOCATION			
No.	Details	% Time Involved	Degree of Importance
1	Teaching	80%	Highest
2	Planning	10%	High
3	Communication (meetings)	10%	Medium



Signed by Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Manager/President: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. SELECTION CRITERIA

### SKILLS, KNOWLEDGE, EXPERIENCE & PERSONAL ATTRIBUTES REQUIRED:

#### Skills

- Ability to work unsupervised as well as working and accepting responsibilities as a team member.
- Work cooperatively with others.
- Adopt a best practice approach.

#### Knowledge

- Good working knowledge of gymnastics, sports, athletics, dance or swimming skills for teaching in-school lessons, including a theoretical understanding of skill progression and the school curriculum.
- Sound knowledge of, or the ability to acquire sound knowledge of, Microsoft based software including MS Outlook, MSWord and an Internet Browser.
- Undertaking tertiary study in either primary teaching, physical education or human movement; or holding Bachelors qualifications in one of these fields of study.
- Completed Certificate 3 & 4 in Fitness, with a minimum of 4 junior coaching electives or units.

#### Experience

- Experience in conducting in-school gymnastics, sports, athletics, dance and / or swimming programs for a wide range of clientele is advantageous.
- Experience coaching gymnastics in a Club setting is highly desirable.

#### Personal Attributes

- Bright, bubbly personality.
- Self-motivated.
- Positive outlook.
- Excellent communication skills including confidentiality.
- Regular participant in adult sport / personal fitness.
- Healthy eating and living role-model for children.
- Self-confident, mature and an ability to share a vision.

### QUALIFICATIONS:

#### *Minimum Qualifications*

- Level 1 Coaches Accreditation – Gymnastics and / or sports specific (athletics, tennis, etc)
- Suitability (Police) Check or Working with Children Check
- Senior First Aid
- Current Drivers Licence

#### Desired

- Coaches Accreditation for at least one other discipline, or experience teaching dance.