

POSITION DESCRIPTION

Secondary HPE and Sports Assistant



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Secondary HPE and Sports Assistant
Reports to:	Deputy Principal - Student Engagement via the Head of HPE and Head of Sport
Employment type and tenure:	Permanent, Part-time - Term-time (0.69 FTE) Position Monday - Friday 8.30am to 4.00pm during school term time plus reasonable additional hours, including weekends, as required from time to time for events.
Department / School:	Secondary School
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification and pay point:	Instructional Services Grade 2 Educational Services (Schools) General Staff Award 2020
Last updated:	June 2026

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

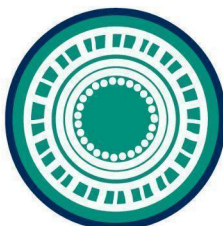
Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

Our Vision

To Educate for Excellence in Learning and Life. Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Secondary HPE and Sports Assistant provides support in the delivery and supervision of high-quality Physical Education and sporting experiences for students across the Secondary School.

This is an active role for someone who thrives in dynamic environments.

The Secondary HPE and Sports Assistant supports lesson delivery, organises and manages equipment, and contributes to the smooth running of sports days, carnivals, and daily HPE sessions. This role works closely with teachers and sports coaches to create a positive, inclusive space where every child is encouraged to move, grow, and enjoy being active.

Primary relationships

- Report directly to the Deputy Principal - Student Engagement via the Head of Sport and/or Head of HPE.
- Work closely with HPE teaching staff and sports coaches to support the delivery of programs.
- Collaborate with other Secondary, Primary and other College staff as required to assist in the coordination of sporting and co-curricular activities.
- Build positive and respectful relationships with students, supporting their participation and wellbeing in a manner aligned with the College's values and expectations.
- Interact professionally and courteously with parents, volunteers, visitors, and members of the wider College community, contributing to a welcoming and inclusive environment.

Main responsibilities

All responsibilities are to be carried out under the direction of the Head of Sport and Head of HPE, teaching staff, or other delegated supervisors, in alignment with College policies and procedures:

Operational Support

- Support the implementation of lesson plans by preparing equipment, technology and data collection; organising activity stations and reinforcing instructions given by the teacher. Ensure students remain engaged and safe throughout each activity
- Encourage active participation by building rapport with students, modelling enthusiasm for movement
- Prepare and safely handle sports equipment as instructed, ensuring it is appropriately cleaned, packed down, and stored after use. Report any damage or maintenance needs to the supervising teacher
- Provide supervision and logistical support for students involved in after-school or interschool sporting events, helping with equipment setup, supervision zones, and student marshalling
- Reinforce key messages about the benefits of movement and healthy living, as communicated by teaching staff, and contribute to a positive, inclusive sporting culture
- Observe students during physical activity and report any safety concerns, incidents, or injuries to the supervising staff member immediately. Follow all safety instructions and protocols without exception

- Support students with diverse needs as directed by the teacher, ensuring equitable participation and providing additional encouragement, support or modified activities where instructed
- Share informal observations regarding student effort and behaviour with the teacher as requested. Maintain discretion and professionalism at all times
- Support the smooth running of lessons and events by communicating and assisting teachers, coaches, and other College staff under clear instructions
- Provide practical support during carnivals, including student supervision, event set-up and pack-down, and general assistance as directed by event organisers or teachers
- Contribute to co-curricular activities and excursions, by providing supervision and assistance as required
- Comply with expectations relating to safeguarding children, WHS, student behaviour, and staff conduct. Act only within the scope of authority granted and under direct supervision.

Sports Administration

- Provide administrative assistance to the Sports and Sports Facilities Coordinator in the coordination and facilitation of sporting programs, events and operational activities
- Assist with the preparation and distribution of communications, schedules, notices, permission information and event documentation relating to sporting activities, carnivals, tours, camps and excursions
- Support the administration of risk assessments, excursion documentation, attendance records, student lists and operational planning documents in accordance with College procedures
- Undertake data entry, record keeping and basic data analysis using Microsoft Excel, Google Workspace and College systems including TASS and Clipboard
- Assist in maintaining accurate records relating to student participation, sporting fixtures, results, equipment inventories and facility usage
- Provide general administrative and operational assistance to support the effective day-to-day functioning of the HPE and Sports departments.

Professional Responsibilities

- Act in accordance with the College's Standards of Practice, policies and procedures at all times
- Demonstrate professionalism, integrity and sound judgement in all interactions with students, staff, families and the wider community
- Maintain appropriate professional boundaries in line with the expectations of the College and relevant regulatory bodies
- Contribute positively to the culture and community of the College, supporting a respectful, inclusive and collaborative working environment
- Engage in continuous professional learning and development to enhance capability and effectiveness in the role
- Exercise discretion and maintain strict confidentiality when handling sensitive information
- Comply with all legislative and regulatory requirements relevant to the role
- Follow all reasonable and lawful directions from the Principal and delegated leaders
- Demonstrate a commitment to the College's mission, vision and values in all aspects of work.

Child Safety and Protection

- Act in accordance with the Child Safe Standards (Qld) and the College's child safety policies and procedures
- Maintain a current Working with Children Check (Qld Blue Card or Qld Teacher Registration) and comply with "No Card, No Start" legislative requirements
- Demonstrate behaviours that promote the safety, welfare and inclusion of all students
- Maintain appropriate professional boundaries with students at all times, including in digital environments
- Identify, respond to and report concerns regarding student safety and wellbeing in accordance with legislative obligations and College procedures
- Comply with all mandatory reporting obligations, including reporting to the Queensland Family and Child Commission (QFCC) where required
- Participate in required child protection and safeguarding training, including induction and ongoing updates
- Contribute to a culture where the student voice is heard, respected and acted upon
- Support the cultural safety of Aboriginal and Torres Strait Islander students and the inclusion of students from diverse backgrounds
- Understand and comply with the College's obligations under the Reportable Conduct Scheme (Qld) and cooperate fully with any related processes

ABOUT YOU

Person specification

Qualifications and experience

- Current Working with Children Check (QLD Blue Card) or the ability to obtain prior to commencement
- Relevant experience working with children or young people in a school, sporting, coaching or education environment
- Relevant vocational or tertiary qualifications, or current study in areas such as Education Support, Sport and Recreation, Physical Education, Outdoor Education or Youth Work would be highly regarded
- Current First Aid and CPR certification, or willingness to obtain
- Experience supporting students with medical conditions such as asthma, anaphylaxis or diabetes would be advantageous
- Experience assisting with sporting programs, carnivals, camps, outdoor education or co-curricular activities would be highly regarded
- Current Open Queensland Driver Licence.

Knowledge, skills and attributes

- Strong interpersonal and communication skills with the ability to engage positively with students, staff and families
- Ability to build positive relationships with young people and encourage participation, confidence and teamwork

- Sound understanding of student supervision, safety practices and positive behaviour support strategies
- Ability to work collaboratively as part of a professional and supportive team environment
- Demonstrated ability to remain calm, adaptable and solution-focused in busy or dynamic environments
- Strong organisational skills with the ability to manage competing priorities and respond to multiple requests throughout the day
- Ability to exercise discretion and maintain confidentiality when handling sensitive matters
- Demonstrated initiative, reliability and willingness to contribute to the broader life of the College
- Intermediate digital literacy skills, including experience using Google Workspace, email systems and online platforms
- Commitment to student wellbeing, inclusion and the values and culture of Matthew Flinders Anglican College
- Understanding of, and commitment to, child safeguarding responsibilities and professional boundaries.

Physical Requirements

- Ability to frequently bend, lift, carry and move sporting equipment and resources of up to 20kg
- Ability to stand, walk and remain physically active for extended periods throughout the day
- Capacity to work outdoors in varying weather conditions, including heat and light rain
- Ability to assist with the set-up and pack-down of sporting events, carnivals and outdoor activities
- Comfortable participating in and demonstrating physical activity to support student engagement and learning
- Ability to travel between College facilities and off-site sporting venues, where required
- Sufficient physical mobility and stamina to actively supervise students in both classroom and outdoor sporting environments
- Ability to respond appropriately and promptly in emergency or first aid situations.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the College and their protection from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm. We act in accordance with the *Child Safe Organisations Act 2024* (QLD) and implement the Child Safe Standards and Universal Principle to create a safe, inclusive, and accountable environment. We listen to students, value their views, and support them to participate in decisions that affect them.

Matthew Flinders Anglican College is committed to the safety and inclusion of all students, including those from diverse cultural backgrounds, students with disability, LGBTQIA+ students, and students who may be experiencing vulnerability. We also make a clear commitment to the cultural safety of Aboriginal and Torres Strait Islander students and to providing an environment where their identities, cultures, and connections to Country are respected and upheld.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.