

The HEC (position description draft)

Required:

- Highly developed communication skills
 - Must be comfortable speaking with students, staff, parents and professionals
 - Must be able to impart a message without judgment
 - Must have excellent interpersonal skills and techniques to deal with change
 - Excellent written skills and ability to gather data
- Keen interest in health (diet, nutrition and food)
- Be familiar with the culture of the school they will be placed in
- Conversant with technology such as the internet and MS Office (Word, Xcel and ideally PowerPoint) for data keeping
- Highly organized and able to work unsupervised

Desirable:

- Education or training background
- Health or related qualification/experience or strong interest

Responsible to:

- Head of PDHPE department and/or Principal

Allocation of time:

- Minimum of two hours per week, flexible, depending on the size of the school, its demographics and culture
 - Set time available for drop-in appointments, remaining time is floating as required
- HEC role would be undertaken as part of a teachers extra-curricula activities

Duties:

The following chart is a flexible list of possible duties. Ultimately the duties performed will need to be decided on by the trainee and their manager. The best fit between the trainee and the duties will depend on the school environment.

List of duties over page...

Category	Description and examples
Core tasks (weekly or bi-weekly)	<ul style="list-style-type: none"> ▪ Gather take-home information and information to be placed around the school such as flyers and posters for science labs, staff room, canteen, library etc. ▪ Face-to-face appointments; time slot for students, staff or parents to approach to discuss topics or access information or referrals. ▪ Conduct web searches for updates on canteen and nutrition guidelines (i.e. NSW Canteen Assoc and NHMRC). ▪ Access credible mailing lists such as ABC Health Matters. ▪ Take snippets (fast nutrition tips) from tip sheets and submit to the school newsletter. For example a 25 word tip – capsicum has more vitamin C than oranges; red and yellow colourings are more likely to affect behaviour than sugar; diluted fruit juice is an ideal sports drink; eat fruit after exercising to recover faster and so on.
Supporting tasks (monthly or quarterly)	<ul style="list-style-type: none"> ▪ Provision of monthly accountability report based on what has been achieved and implemented (along with follow-up details). Task description and time allocations and general comments on the programs. List tasks status (to be actioned, completed no further action, requires follow-up etc). ▪ Provide tip sheets on products that are healthy options, and how to make healthy but realistic and practical choices. ▪ Short presentation to parents and teacher committee about a selected nutrition topic each term (eg. healthy fast foods, choosing a brekky cereal, body image and eating, eating and behaviour etc), providing a tip sheet to each participant ▪ Address assembly on topical issues that the school may be faced with; eating for alertness during exams, coping with stress and eating, eating issues such as anorexia etc. ▪ Provide specific sports nutrition tips for coaches, PDHPE teachers, athletes and parents of athletes via any school newsletters or by providing teams with take home tip sheets. ▪ Provide similar to the website administrator. ▪ Translate marketing messages that suggest health but in fact are not supportive of healthy eating, for example that sugar-free drinks are healthy (i.e. Zero), that all low fat products are the healthy options (i.e. they are lower in fat (not necessarily low in fat), can be higher in salt and/or sugar); that 7 vitamins and minerals don't make a healthy cereal (i.e. Coco Pops). ▪ Set up healthy eating initiatives such as lunch-time talks (i.e. a healthy eating week) and source other presenters.
Occasional tasks (at some point in each year)	<ul style="list-style-type: none"> ▪ Review the canteen menu – e.g. swap high salt and sugar products for better choices, find low saturated fat products, healthy snack options, how to rotate the selection of foods to provide a balanced daily menu etc. Support policy initiation such as Fresh Tastes NSW. ▪ Provide an ongoing list of healthy products to the canteen and build on this each term. ▪ Provide short training sessions for canteen staff. ▪ Provide notable outcomes for the end of year school book and or school report. For example the numbers of talks, presentations, hours spent in consultation and class, student or parent testimonials etc. ▪ Give guest talk to students in PDHPE/ 'cooking' / science classes during the nutrition rotation to both encourage students to eat well and also provide training on the job to teachers. ▪ Review current nutrition curriculum and update any changes in knowledge so that it reflects the most current research and guidelines. For example the five-yearly changes to the dietary guidelines, changes to the RDIs, WHO changes etc. ▪ Present fun tip sessions at open-days to demonstrate the practical ways the school assists with healthy eating. Such as a quick quiz that is both fun and also an instant source of information that many parents may not know i.e. what fast food has the most fat? KFC.