



Position Information Document Sports Coordinator 7-12

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| Name: | |
| Position: | Sports Coordinator 7-12 |
| Employment Status: | Full time 1.0 FTE |
| Tenure: | Fixed Term POR 1 (1 year) |
| Responsible to: | Principal / Deputy Principal – Bosco Campus |
| Reviewed: | |

POR Conditions

This is a Band 2 Level 1 Position of Responsibility (POR 2). The South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced) applies to this appointment. In accordance with the Enterprise Agreement 2020 you will be paid an allowance per annum in addition to your salary, and release time for the duration of the POR appointment.

At the conclusion of the term of this POR position, you will return to your substantive teaching position and associated salary at the Band 1 incremental step. In the circumstance that the school requires an extension of this POR appointment beyond the POR term of 1 year, you will be entitled to re-apply.

Key Working Relationships

- Principal
- Deputy Principal
- Teachers
- Students
- Parents
- External Stakeholders

Context

Vision Statement

St Mark's College empowers students through excellent education to become curious, independent learners and just, compassionate global citizens.

Values

This vision is lived out through the core values of faith, respect, compassion, resilience and service.

It is these core values that inform every aspect of our work at St Mark's College as we educate our young students in partnership with their parents.

The Main Areas of Responsibility Include:

- Encourage student pride in individual and team achievements whilst representing the College.
- Attend College Sports Council Meetings and support its recommendations.
- Organise co-curricular sports participation, including inter-school competitions.
- Ensure that the sporting success of students is appropriately recognised within the College through contributing regular articles to the College Newsletter and/or updates at Bosco Assemblies.
- Liaise with the local schools regarding matters of sporting competition, including Knockout.
- Liaise with the Deputy Principal and School Coordinator regarding timetabling of events.
- Organise, manage and oversee Bosco Campus Sports Day.
- Organise student and staff participation in local Knockout competitions.
- Prepare and manage an annual budget for Sports and PE in consultation with 7-12 staff.
- Maintain and stocktake sporting equipment at Bosco Campus.
- Perform other duties related to this position as determined by the Principal/Deputy Principal.

To meet these responsibilities, the Sports Coordinator shall:

- Under the Direction of the Senior and Middle Years Leaders of Learning, work collaboratively as a PE staff on curriculum delivery and assessment
- Acquire appropriate resources for curriculum delivery in consultation with the faculty.
- Advise and liaise with team members to ensure participation in Sport and PE is accessible and inclusive of those who have learning needs and that Inclusive Education accommodations are evident.

Support of Staff:

The Sports Coordinator is to assist in the induction of teachers new to the teaching of Health and PE and involvement in Sports related activities at Bosco Campus. This involves:

- Purchasing relevant resources for staff.
- Familiarising staff with resources.
- Overseeing and mentoring staff and coaches involved in co-curricular sporting activities.

Personal Skills and Abilities:

- Actively supports the Catholic Ethos in a school with the Good Samaritan and Salesian traditions.
- Demonstrates excellent organisation and interpersonal skills.
- Contributes positively as an effective team member and Health and PE Team Leader.
- Displays a commitment to St Mark's College Sport through involvement in the extra-curricular program.
- Displays initiative, discretion, confidentiality and the ability to work unsupervised.

Knowledge:

- Knowledge of current educational trends and effective pedagogies related to teaching PE/coaching and facilitating sports activities.

Communication:

- The Sports Coordinator needs to communicate regularly and effectively with Health and PE staff and the whole campus staff at staff meetings.
- The Sports Coordinator will meet regularly with the Deputy Principal to determine future planning and participating in co-curricular sporting activities.
- The Sports Coordinator will liaise with the Deputy regarding the scheduling and selection of students and staff for any carnivals/events etc prior to announcing.

WHS

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act, 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Performance Review

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and annually thereafter, consultation will occur between the employer and the employee to ensure that the Position Information Document is accurate.

| This Position Information Document accurately reflects the duties, skills and requirements of the position. | | | |
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| Signed (Principal/Deputy) | | Date: | |
| Signed (Employee) | | Date: | |
| First Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Graduate Certificate in Catholic Education Completion | | Date: | |