



# Director of Co-curricular Sport

## Position Information Document

<b>Name:</b>	
<b>Grade:</b>	ESO Grade
<b>Line Manager:</b>	Deputy Principal

## Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

At Mercedes College, we envisage a vibrant and inclusive sporting environment that fosters a passion for physical activity, nurtures athletic talent and promotes holistic development among our students. Our vision for sport is to create a culture of excellence, underpinned by our Mercy Keys, sportsmanship and teamwork, where every student can thrive and achieve their full potential both on and off the field.

## Position Purpose

The Director of Co-Curricular Sport provides high level, specialised leadership of Mercedes College co-curricular sporting programme from R-12. The role works in close collaboration with the Learning Area Leader – PE/Health/ODE and the PE/Health faculty teaching and ESO staff and leads a large ecosystem of volunteer coaches, Directors of Sports, specialist and community relationships to deliver a co-curricular program, underpinned by our Mercy Keys, enabling students to explore their interests, gifts and talents, and provides opportunity to develop life experience and resilience.

Supported by robust policies and processes that enable efficient and sustainable delivery, the Director of Co-Curricular Sport will be a visible leader in our community, delivering a world-class co-curricular programme that is age and stage appropriate, promotes active lifestyles, diversity and inclusivity, excellence in sport, sportsmanship, character development, a strong sense of community and belonging and an awareness of the importance of winning and losing.

## Key Working Relationships and Accountabilities

- Principal and Deputy Principal
- Learning Area Leader – PE/Health/ODE
- PE/Health/ODE faculty staff, including Teachers and Education Support Officers (ESOs)
- Independent Contractors supporting the College as Directors of a sport
- Volunteers supporting the College as sport coaches
- Parents and caregivers
- Mercedes College Arts and Sports Precinct Venue Manager
- Executive Director Human Resources and Human Resources Officer

- Director of Finance and Finance Officer-Accounts Payable
- External suppliers, including sporting venues
- Local sporting clubs, organisations and experts
- Other relevant specialist or community sporting organisations

### Accountabilities and Responsibilities

The Director of Co-Curricular Sport will undertake the following key responsibilities:

#### Programme Development

- Apply strategic thinking to design the College' co-curricular sport programme, aligned to the College' vision for sport and underpinned by the College' Mercy Keys.
- Prepare relevant policies and procedures that underpin the effective and efficient delivery of the College' co-curricular sport program.
- Prepare relevant materials and resources that support the implementation of the College' co-curricular sport programme, to a high standard and in accordance with the College' brand requirements.
- Liaise widely across the College to ensure integration of the co-curricular sport programme with curriculum outcomes for students, considering both academic integration and scheduling aspects.
- Provide subject matter expertise and advice to school leaders and teaching staff on the co-curricular sporting programme and its' impact on the College' vision for sport and associated activities.
- Drawing upon relevant expertise and lived experience as an athlete/sportsperson, design and deliver a Foundations Programme applicable to all sports, including:
  - Fundamentals of sports techniques
  - Physical conditioning
  - Recovery
  - Diet and Nutrition
  - Mindset
  - Tactical and strategic understanding
- Develop and implement strategies to enhance participation in the College's co-curricular sport program, including strategies to engage students with specific learning needs.
- In the design, implementation and leadership of the College co-curricular sport program, consider all relevant safety and duty of care requirements for participating students, ensuring the College' obligations are met at all times, including on and off campus at external venues/sportsgrounds.

#### Programme Implementation

- Lead the development of the co-curricular sport budget, including working in close collaboration with the Principal and Deputy Principal to plan for resourcing of equipment, and manage this budget.
- Coordinate the use of the College' sporting facilities, maintain relationships with relevant external providers and book external venues as required for co-curricular programme delivery.
- Ensure relevant and required resources are available for the delivery of the programme, including training and match equipment, first aid equipment and materials, coaching apparel, etc.
- Be a visible presence at co-curricular sporting events, including training and matches, engaging positively with students, coaches, parents, caregivers and families.
- Review existing staff/student/parent or caregiver communications associated with the delivery of the College' co-curricular sport program and develop a communications plan that encourages easy and efficient engagement with the programme.
- Prepare communications to school leadership/staff/volunteers/contractors/parents/caregivers and other relevant parties on co-curricular programme offerings and day to day implementation, utilising approved communication platforms.

- Develop a system of ‘coach’ training that encourages quality coaching across the College’ contractor and volunteer coach ecosystem.
- Proactively collaborate with Directors of Sport to identify, engage, train, manage and support suitable sports coaches across all sports and year levels.
- Prepare reports and maintain accurate records of the sport co-curricular programme and performance.

### **Partnerships and Outreach**

- Establish, develop and maintain relationships with local sporting clubs, organisations and experts to enrich the co-curricular sporting programme.
- Provide strategic advice on and sustainably implement programmes that support community outreach, such as school holiday sport clinics.
- In collaboration with the Executive Director Human Resources and Director of Finance, engage the services of external providers/suppliers/clubs/organisations and experts to deliver aspects of the co-curricular program.
- Work collaboratively with the Human Resources department to review and update the College’ Honorarium schedules, engage coaches to Honorariums in a timely manner and ensure relevant Honorarium payments are made in accordance with the Honorarium agreement.

### **People Leadership**

- Provide direct line management of Education Support Officers – Co-curricular Sport.
- Provide direct line management of all co-curricular sport related Independent Contractors, including Directors of Sport, leading them to produce specialised sport programmes that focus on:
  - Advanced skills training
  - Positional training
  - Competition and performance
  - Mentorship and coaching support
- Actively participate in school activities/events, staff/team meetings, required training and/or professional development and professional reviews.
- Other duties as directed by the Principal, Deputy Principal or their delegate.
- All College staff are required to adhere and assist in the maintenance of WH&S requirements as per Appendix A.

### **Qualifications and Experience**

The Director of Co-Curricular Sport will have experience, qualifications and expertise as follows:

- University qualification in Sports Management/Sport and Recreation/Health Science (or similar or equivalent).
- Experience performing as an elite athlete/sportsperson at a professional/semi-professional level. E.g. international/ national/state representation in a relevant sport.
- Demonstrated expertise in identifying and fostering strategic partnerships, while successfully managing relationships with key external stakeholders.
- Proven experience in leading and managing a team of staff within a sports faculty, fostering collaboration and enhancing team performance to achieve organisational goals.
- Demonstrated experience undertaking extensive research and investigation to inform development of policies and strategies.
- Current Working with Children Check (WWCC) in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS).
- Current ‘Responding to risk of harm, abuse and neglect’ training.



- HLTAID012 Provide First Aid in an Education and Care Setting - First Aid certification (training will be provided as required).

### Personal Specifications

The Director of Co-Curricular Sport will possess:

- Contribute to and actively support the Catholic ethos of the school and be willing to participate in all aspects of school life.
- Able to work without guidance and effectively self-manage to exercise significant and independent professional judgement based on extensive experience and an advanced level of expertise across a range of areas associated with the role.
- Actively participate in industry events and networking opportunities to build relationships with potential partners and stakeholders.
- Demonstrate self-directed development and achievement of specialised areas of knowledge and skills to enhance the school's educational outcomes.
- Excellent interpersonal and communication skills (verbal and written) and proven ability to quickly develop a strong positive rapport with students, staff, and parents/caregivers and foster effective relationships with all school community members.
- Ability to generate and evaluate complex ideas through the analysis of information and concepts and implement solutions that support sustainable delivery of programme outcomes.
- Self-motivated, resilient, and able to work productively and flexibly in a complex environment as an effective and positive team member and supervise and support other staff, volunteers and contractors.
- Excellent organisational and time management skills, along with an ability to effectively prioritise tasks, be proactive and meet required timelines.
- Demonstrated very high level of confidentiality, trust, integrity and work ethic.
- Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite.
- Ability to lead and deal effectively with unexpected situations and/or emergencies.

### Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Employee) \_\_\_\_\_ date     /     /2024

Employee Name \_\_\_\_\_



## APPENDIX A - Workplace Health Safety & Welfare

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.