



ESO | Sport Coordinator

Position Information Document

Sport Coordinator	
Grade	ESO Grade 4 (Curriculum Stream)
Employment	Full-time
Engagement	Permanent - Full-time 37.5 hours per week 40 - 44 weeks of the year
Responsible to	Director of Co-Curricular Sport

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.

Purpose

The Sport Coordinator gives expression to the College's Mission and Vision through the development of sporting and improvement cultures based on high expectations and high support. They work with stakeholders in an intuitive and insightful manner to develop a collaborative and high-trust environment that leads to excellent sporting, pastoral, safety and wellbeing outcomes for all students.

The Sport Coordinator works closely with the Director of Co-Curricular Sport, Deputy Principal, Learning Area Leader – PE, Health and ODE, College staff, Independent Contractors, Coaches and Team Managers to ensure high quality, relevant and engaging delivery of school-based and co-curricular sporting programmes, events and activities that nurture, challenge and support student development. They set and work towards ambitious goals, targets and benchmarks that align with the College's strategic plan and promote improved student outcomes and engagement in sport.

The Sport Coordinator has a fundamental role in supporting their colleagues in the implementation of the College's sporting programme and ensuring it caters for the diverse sporting needs of students. We aim to cater for students from 'participation through to high performance'. They work proactively and collaboratively with their colleagues to identify, collect and analyse data to ensure individual student Co-curricular participation and development is exceeding benchmarks. The Sport Coordinator monitors sports processes and procedures to ensure effectiveness and efficiency and to help students flourish through appropriate access to sporting opportunities.

The Sport Coordinator maintains close working relationships with, and high expectations and accountabilities of College staff in relation to the sporting progress of teams and individual students. The Sport Coordinator is forward thinking, and through their leadership, builds the leadership and/or coaching capacity of their colleagues and the broader coaching community to gain the skills, attitudes and approaches necessary to expertly know the students and sport they are working with. The Sport Coordinator will also provide support to the Learning Area Leader – PE, Health and ODE to ensure the efficient operation and administration of sport, PE and outdoor physical education for the College.





The *Sport Coordinator* collaborates closely with colleagues to implement pastoral and duty of care processes, policies, and systems that ensure the safety, wellbeing, and development of students through the sports programme. Additionally, the *Sport Coordinator* requires active involvement in various committees and sports association working parties to support high-calibre offerings therefore, there will be some weekend and out-of-hours times that will be required to fulfill the requirements of the programme.

Key Working Relationships

The Sport Coordinator will work closely with other Sports Coordinators and the following roles:

- Director of Co-curricular Sport (Line Manager)
- Learning Area Leader – PE, Health and ODE
- Deputy Principal
- Independent Contractors, including Programme Coordinators and Coaches
- Teachers undertaking Curriculum Extension Activities (CEA) involving sport, including Coaches and Team Managers
- Teachers
- Volunteers
- Parents
- Students
- Umpires and officials
- Sports associations
- Venue Coordinators
- Catholic Education South Australia (CESA) personnel

College Management and Collaboration

The *Secondary Sport Coordinator* is accountable to the Principal through the Director of Co-Curricular Sport.

College
<ul style="list-style-type: none">• Consistently demonstrate support for school wide policy initiatives, processes and strategic plans, both within and outside of the College and ensure that their decision making and actions are carried out in the spirit and ethos of the school.• Work with team to maintain appropriate professional performance and standards within their CEA Sport Activities.• Support staff in implementing College Policies and Practices, processes within their CEA Sport Activities.• Consult with relevant stakeholders in decision making matters, as appropriate, ensuring the best interests of all are considered and maintained.• Work in close collaboration with the Sport Coordinators in the delivery of the CEA Sport programmes across the College.• Work collaboratively with grounds and maintenance staff, the Chief Operating Officer and other sport staff regarding sourcing (when appropriate), upkeep and improvement of sport facilities.• Provide feedback to the Principal when required.

Role Accountabilities and Responsibilities

The *Sport Coordinator* works collaboratively with members of the College community to ensure the appropriate sporting, wellbeing and pastoral development of all students engaged in the school-based sports programme and co-curricular sports programme.



Sports Programme Management

The Sport Coordinator manages the Sports Programme by:

- Contributing to and implementing an annual Sports Programme Action Plan that helps deliver an exceptional sport programme that aligns with the College's Annual and Strategic Plan.
- Working collaboratively with College staff, supervisors and coaches to successfully implement the annual plan for school based and co-curricular sport and promote the development of students engaged in the programme.
- Together with other Sport Coordinators, and through leadership of and collaboration with College staff, establishing a College wide sport programme with a culture of improvement, high participation, challenge and belonging.
- In collaboration with other Sport Coordinators, overseeing student transition from Primary into Secondary sport programmes.
- Managing and overseeing all aspects of primary and secondary sports within the college.
- In collaboration with the Director Co-Curricular Sport, making decisions about the administration and implementation of the sport programme, including but not limited to, team nominations, trials, facility use, scheduling, appointment of coaches and officials, special events and knockout sport.
- Ensuring communication with parents, staff and students is timely, precise and professional.
- In collaboration with the Director Co-Curricular Sport reviewing and providing recommendations for the updating of procedures and policies related to College sports programme.
- Ensuring restorative practices are utilised within the sport programmes to support good relationships in line with College policies and procedures.
- Coordinating and participating in carnivals, training, camps, sports excursions and trips.
- Implementing Workplace, Health and Safety regulations, training and practices relevant to the Sport Programme.
- Collecting and archiving relevant sport programme documentation for Council of International Schools (CIS) Registration purposes and working with the Director Co-Curricular Sport to implement relevant recommendations within the sport programme.
- In collaboration with the Director Co-Curricular Sport, regularly reviewing and updating the College's sport policy and procedure documents.
- Supporting the Learning Area Leader – PE, Health and ODE to ensure the smooth and efficient operation and administration of sport, PE and outdoor physical education including the preparation and pack up of equipment.
- Maintaining records, planning and documentation in a manner that facilitates effective handover of information to colleagues.
- Overseeing the management of the College venues during scheduled competition times, including First Aid provisions.
- In conjunction with the Chief Operating Officer, planning and overseeing the current and future booking, hiring and management of offsite sport venues for training and playing as required, ensuring these facilities are fit for purpose and meet the requirements for the continued facilitation of the College's sport programmes.
- Making recommendations to the Principal and Director Co-Curricular Sport concerning requests for student sport exemptions.
- Working with the Mercedes College Uniform Committee to ensure student and staff/coach uniforms are appropriate and regularly reviewed.
- Working in conjunction with the Learning Area Leader – PE, Health and Outdoor Education and the Director of Co-Curricular Sport to facilitate the College's Inter House Carnivals, Intercollegiate Games and Sport Assemblies.
- Representing the College on relevant Sport Associations.



Sport Staff and Volunteer Management

The Sport Coordinator manages the sport program and volunteers by:

- Working with the Director of Co-Curricular Sport to allocate Sport CEA placements for College staff.
- Planning for and recruiting high calibre and fit for purpose coaches/umpires/officials to support the sport programme, collaborating with Human Resources to ensure industrially compliant engagements.
- Appointing appropriately skilled and experienced coaches for all teams and co-ordinating their induction and compulsory documentation.
- Working with College staff to ensure all coaches, supervisors and officials have up to date WWC checks and appropriate Protective Practices, WHS, First Aid and RAN:EC training.
- Liaising with and supporting Sport Programme Coordinators in their roles within the College.
- Liaising with and supporting coaches and supervisors with on-field and off-field concerns.
- Ensuring coaches and supervisors are aware of the College's and the Sport Association's Code of Conduct documents and maintain appropriate practices in line with these expectations.
- Ensuring coaches and supervisors have a sport kit, including appropriate equipment, team list, health list, contact and emergency information, pay information (if relevant) and College/Association guidelines.
- Working closely with coaches and staff within the Sport programme to support students to flourish in all aspects of their sporting endeavours.
- Mentoring, coaching and supporting coaches and staff to develop a deep understanding of the students in their teams.
- Identifying and communicating appropriate coaching qualification opportunities.
- Approving payment through honorarium, statements of service or timesheets for coaches, supervisors and umpires as required.
- Overseeing the appropriate recording and communication of 'Occasional Volunteers' at sporting events.

Student Engagement and Development

The Sport Coordinator fosters Student Engagement and Development by:

- Building a culture of student involvement in a wide range of competitive, non-competitive and recreational sporting activities.
- In conjunction with the Heads of School and other Sport Coordinators, conducting selection processes for Sport Leaders, House Leaders and Captains of Sport.
- Supporting and encouraging student Sport Leaders in their roles of promoting sport and physical activity within the College and in completing their assigned roles.
- Monitoring and using student data to analyse the overall engagement, progress and wellbeing of students within the Sport programme.
- Overseeing the recognition of student participation and individual and team success.
- Overseeing and responding to any student issues that arise within the sporting programme.

Evidence Based Leadership

The Sport Coordinator will support evidence-based practice:

- Monitoring and using student data to analyse the overall engagement, progress and wellbeing of students with the sports programme.
- Analysing data to assist in decision-making processes and to help ensure ongoing improvement and strategic growth and development of the sport programme.
- Utilising data to demonstrate the impact of their leadership of the sports programme.

WHS

The Sport Coordinator supports WHS by:

- Being aware of and complying with College WHS policies and procedures relevant to the implementation of the Sport programme.



- Supporting and contributing to the improvement of safe systems of work and safe work practices relevant to the sport programme.
- Reporting hazards and unsafe work practices using the appropriate documentation and processes.
- Working collaboratively with coaches, supervisors and College staff to eliminate workplace hazards or minimise the risks associated within the sport programme.
- Ensuring coaches and supervisors are aware of the processes to reporting in writing any accidents or injuries that occur during sporting activities.
- Overseeing sport excursions, camps and trips, ensuring appropriate student safety and risk assessments are in place.

Sport Administration and Management

The Sport Coordinator leads and supports the sport program by ensuring:

- All relevant administrative, child protection and recruitment processes are undertaken and adhered to.
- Manage the organisation and processes critical to the efficient management of the sporting calendar, events and functions.
- All stakeholders, especially students, parents, coaches and supervisors, receive clear and timely communication to provide them with an exceptional sport experience.
- Appropriate and timely communication with other schools regarding weekly schedules and venues.
- Engaging with the Communication and Engagement team regarding relevant social media updates on sporting successes.
- Ensuring sport kits and equipment are maintained and prepared ready for the beginning of each sport season, including equipment, first aid kits and team nomination lists and health information, stocktaking, ordering and allocation of sport equipment.
- Ensuring Sport First Aid kits are prepared, maintained and distributed as required.
- Ensuring appropriate records of student sport involvement are maintained and communicated as required.
- The College's venues and equipment are well cared for, maintained and updated as required.

Sport Organisation

The Sport Coordinator contributes to the organisation of sport by:

- Developing and implementing a Code of Conduct for all stakeholders in accordance with the College's Mercy ethos and appropriate Association documentation.
- Overseeing the team selection processes implemented by coaches, including trials (when utilised).
- In collaboration with the Communication and Engagement team, overseeing the student sport nomination process and facilitating a process of confirmation of nominations.
- Using student nominations to nominate teams with relevant associations in a timely and appropriate manner.
- Distributing the College sport fixtures, based on association fixtures, to all stakeholders in an efficient and timely manner.
- Ensuring consistent and transparent team selection and clear forms of communication from coaches to students/families.
- Ensuring adequate facilities and equipment for all sport fixtures.
- Communicating effectively, and in a timely manner, with all stakeholders in advance of each round of matches, with a particular focus on written communication and the use of SEQTA and Team App.
- Organising 'Knock Out' fixtures with other competing schools as approved by the College.
- Preparing and adhering to an annual budget, facilitating spending on the Sport Co-curricular programme within budget constraints and in a timely manner.
- Collating and communicating weekly match results and contributing articles to each The Hedge and College Annual.
- Representing the College at Sport Association Meetings and other sport committees.
- Supporting the Coordinators of sports in establishing teams and running Interschool carnivals.



- Organising annual College Sports Awards Event(s).
- Assisting coaches to arrange rosters for parents to assist at fixtures (eg: scorers, timers, goal umpires).
- Organising coaches and/or supervisors to complete season reports for the College Annual/year book.
- Working with Sport Coordinators from other Colleges to resolve serious student incidents, with support from the Director Co-Curricular Sport, as required.
- Working with students and parents regarding expectations of engagement with the College Sport Programmes in line with College policies.
- Coordinate meetings with specific coaches, supervisors, players as required.

Other Accountabilities and Duties

In addition to the accountabilities and responsibilities the *Sport Coordinator* will:

- Undertake other reasonable duties as directed by the Principal.
- Document and maintain procedures relevant to the position.
- Comply with the standards of a Child Safe organisation.
- Undertake relevant professional and technical development.
- Ensure administrative tasks, protocols and procedures relevant to the role are undertaken and completed in a timely and appropriate manner.

General Expectations

All staff members are expected to:

- Support and model the mission and vision of Mercedes College.
- Show a commitment to personal lifelong learning.
- Participate in College organised professional development.
- Model a very high example to students with regard to neatness of appearance and professionalism.
- Comply with and support the WHS expectations of the College.

Person Specifications

Personal Specifications

The *Sport Coordinator* demonstrates the following Skills and Knowledge:

- Active support of and strong commitment to the mission of the College, as a Catholic School with a Mercy ethos and an International focus.
- The ability to lead teams to achieve outcomes and create a positive workplace environment.
- A passion for education and sport, and a desire to be a transformative agent within the lives of young people and teaching professionals.
- High level communication skills that build positive, professional and collaborative relationships, in line with the College's Mercy Keys, with a variety of stakeholders.
- Capacity to lead, manage, monitor and implement data informed processes to improve student outcomes.
- Ability to be self-directed and plan and prioritise work.
- Ability to cope effectively in complex situations, demonstrating excellent problem solving skills, professional judgement, confidentiality, resilience and initiative.
- Knowledge of relevant national, local and school requirements.
- Familiarity with SEQTA and processes for effective and efficient collation of information.
- Familiarity with Team App and processes for effective and efficient communication of Sport information using Team App.

Qualifications and Experience

The Sport Coordinator will have the following experience, qualifications and expertise:



- A diploma in Business (Sport and Recreation Management), Exercise and Sport Science, Sport and Event Management or similar and/or relevant demonstrated knowledge and experience in a comparable role.
- Incumbent will be required to possess a valid Working with Children Check (WWCC) clearance.
- Incumbent will be required to maintain Responding to Risks of Harm, Abuse & Neglect (RRHAN) training.
- Incumbent will be required to maintain First Aid accreditation in HLTAID012 Provide First Aid in an Education and Care setting.

The following experience, qualifications and expertise are highly desirable:

- A tertiary qualification in Business (Sport and Recreation Management), Exercise and Sport Science, Sport and Event Management or similar.
- Experience working with Preceda, Synergetic, SEQTA or similar school systems.
- Experience working in an education environment.

Conditions of Employment

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Out of school hours work may be required from time to time.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

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 (Principal or Delegate) _____ date: / /20__

Signed (Employee) _____ date / /20__



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.