



POSITION DESCRIPTION

POSITION: Sports Co-ordinator

STATUS: Part-time, Term-time

REPORTS TO: Director Operations & Analytics

DATE: September 2021

CLASSIFICATION: School Officer Level 4

Purpose of Position:

This position involves the promotion of sport, physical activity and fitness through the organisation of activities at the College, co-ordination of students at local sporting fixtures where students are participating as a College Team member and support students who are representing the College with attendance and participation at local, inter-school, district and regional level competition/events.

Knowledge Application: (8)

Practical and procedural knowledge across a technical or specialist area.

Organisational, procedural or policy knowledge.

Sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions,

interpret and apply guidance material and resolve recurring problems.

Accountability: (6)

Accountable for planning own work goals and priorities that align with and achieve own and team/group outcomes.

Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues on activities.

Accountable for the achievement of own results which contribute to team/group goals

Scope & Complexity: (8)

Work is moderately complex, relates to a limited range of activities and work requires the application of well-established principles, practices and procedures in combination.

Actions or responses made can generally be related to past experience

There may be occasions where unfamiliar circumstances may require some judgement or technical assistance sought

Guidance: (12)

Works under limited direction and is guided by policies, accepted standards and precedents/organisational practice.

The work involves using discretion and initiative over a broad area of activity with autonomy and accountability in interpreting policy and applying practices and procedures with some scope in modifying practices and procedures where necessary.

Expected results are less tightly defined and there is discretion about how they are best achieved.

Work produced requires little or no revision before finalisation.

Decision Making: (10)

Decisions concern a variety of matters, affect own work area and may affect another work area. Decisions require evaluative judgement and may involve tailoring work methods, interpreting and adapting existing procedures and practices to achieve results.

Information and advice are provided, possibly suggesting a course of action, which is taken into consideration by other decision makers.

The position may have significant impact in regard to work area objectives and activities and may impact on other work areas in the short to medium term

Problem Solving: (6)

Work generally involves straightforward, well defined tasks.

Problems are similar and are generally solved by reference to clear procedures and past experience, or by referral to others.

Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.

Creating and making minor changes to standard procedures and methods may be necessary.

Contacts & Relationships: (8)

Communicate with and provide information and advice to a range of stakeholders/others.

Liaise with stakeholders/others and assist to resolve moderately complex issues.

Provide quality advice to stakeholders/others and deliver a responsive service within area of expertise.

Represent the work area at internal and external meetings and conferences.

Negotiation & Co-Operation: (10)

Some matters are likely to be contentious or complex issues that have scope for alternative interpretation requiring tact, persuasion and sensitivity within the application of guidelines.

May engage in some degree of negotiations under limited direction

Management Responsibility/Resource Management: (6)

Some limited supervisory responsibility or coordination of others' work.

Assists in the training of new or less experienced colleagues.

Provides advice and guidance on procedural matters.

Responsible for organising task allocation and checking quality of work.

Some direct responsibility for resources. Provides a direct service in the administration of resources which may include verifying and reconciling payments and invoices in accordance with established guidelines and procedures

Typical Duties:

Sport Participation:

- Identify and promote opportunities for participation in sport (within the resources of the College) and ensure these opportunities are clearly communicated to students, parents and staff
- Organise and facilitate Intra-school carnivals and events such as Swimming, Cross-Country, Athletics and House Cup
- Mentor Student leadership through the involvement of the House Captains in intra-school event organisation
- Represent the College at meetings or functions connected to inter-school sport
- Provide timely information of interschool sport, representative sport, student representation and team results to staff, parents and students via meetings, newsletter, morning notices, Assemblies and the College website and social media platforms
- Ensure College expectations of student's behaviour, uniform presentation and attitude to sport is communicated with students and staff are supported in the implementation of these expectations
- Acknowledge staff support and student participation/performance on an ongoing basis and annually at an Awards Ceremony and in the College Magazine
- Model positive behaviours related to coaching and supervision of sport

Administration:

- identify Coaches and Team Managers for various sports and ensure the College Leadership Team are supportive of their involvement;
- provide Coaches and Team Managers with appropriate induction, Professional Development and ongoing supervision and support
- identify resource requirements for sport and budget accordingly in the annual budget process
- purchase approved resources in accordance with College's purchasing procedures
- plan and book transport arrangements for various sporting activities
- obtain parent permission for student participation and transport requirements
- undertake *Risk Assessments* for all sporting activities ensuring relevant paperwork is submitted for approval by the Principal;
- ensure *Workplace Health and Safety* requirements are followed
- brief coaches and volunteers on the responsibilities of *Student Duty of Care*
- develop procedures for *First Aid, Concussion management, Incident Reports, Sports Warm Up and Sun Safety* and train staff, coaches and volunteers on such
- conduct periodic evaluations of the College's commitment to sporting endeavours and provide recommendations to the CLT
- implement and maintain a register of equipment and sport strips/uniforms
- implement and maintain a process for distribution and return of sport strips/uniforms
- conduct annual stocktake of equipment and sports strips/uniforms

General Terms of Appointment

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.
- The nature of this position may require a late start and/or late finish time. These arrangements will be agreed to on a term by term basis with the Principal.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.