



# Assistant Sports Coordinator

<b>Title</b>	Assistant Sports Coordinator
<b>Classification</b>	Full Time (Ongoing) – Teaching
<b>Tenure</b>	3 Year Position of Leadership (2027 – 2029)
<b>POL Level</b>	POL 1
<b>Time Release</b>	6 x 70-minute periods
<b>Category</b>	Teaching Staff
<b>Key Reports</b>	Vice Principal Staff & Operations Director of Student Programs Sports Coordinator
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Membership</b>	Operations Team

## Purpose of the Position

The Assistant Sports Coordinator is responsible to the Vice Principal Staff & Operations, the Sports Coordinator and the Director of Student Programs for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures.

The purpose of the Assistant Sports Coordinator is to support the effective planning, coordination and delivery of the College's Sports Program across Junior and Senior School. The role works closely with the Sports Coordinator to implement a comprehensive and high-quality program that maximises student participation, promotes positive sporting experiences and reflects the ethos of the College. The Assistant Sports Coordinator will take a proactive role in supporting the organisation and promotion of all aspects of College sport, including inter-school competitions, internal events and lunchtime programs. The role will contribute to the development of a positive culture of sport within the College through active engagement with students and staff.

Working under the guidance of the Sports Coordinator, and in collaboration with the Director of Student Programs, the Assistant Sports Coordinator will support logistical planning, communication and operational delivery of programs, while ensuring all activities are conducted in line with relevant safety, compliance and duty of care requirements. The role will also support the consistent implementation of processes and systems to ensure the smooth and effective running of the Sports Program.

As a member of the College staff, the Assistant Sports Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Assistant Sports Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.



## Key Contacts

- Director of Student Programs
- Sports Coordinator
- College Events Coordinator

## Key Roles and Responsibilities

In collaboration with the Vice Principal Staff & Operations, Sports Coordinator and the Director of Student Programs, the Assistant Sports Coordinator will:

- support the planning, coordination and delivery of the College's Sports Program across Junior and Senior School, in alignment with College priorities
- assist in the development and implementation of programs that maximise student participation in a wide range of sports, including SACCSS competitions and internal opportunities
- coordinate the organisation and delivery of key College sporting events, including Athletics, Swimming and Cross Country carnivals, ensuring effective logistical planning and smooth operation
- support the promotion and delivery of lunchtime sport programs, increasing student engagement and participation across all year levels
- assist in the coordination of the College's involvement in external sporting competitions, including SACCSS events, ensuring strong organisation and representation
- attend relevant external sporting association meetings as required and support the implementation of outcomes within the College
- support the selection, induction and coordination of coaching staff, ensuring clear communication of expectations and consistency in program delivery
- promote and monitor appropriate College uniform and equipment standards for all representative teams
- contribute to the development of targeted sport initiatives, including academy or specialist programs, under the guidance of the Sports Coordinator
- assist in the preparation and management of documentation required for all sporting activities, ensuring accuracy and compliance with College processes
- support the implementation of risk management, safety and duty of care requirements across all sporting programs
- communicate effectively with students, staff and families to promote sporting opportunities and support participation
- monitor participation levels and assist in the collection of data to support program evaluation and improvement
- collaborate effectively with the Sports Coordinator, Vice Principal Staff & Operations and Director of Student Programs to support the delivery of the Sports Program
- contribute positively as a member of the College Operations Team
- undertake other duties as directed by the Principal, Vice Principal Staff & Operations, Director of Student Programs and Sports Coordinator.



## General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

## Experience, Knowledge and Skills

- demonstrated experience in supporting the delivery of school-based sports programs, including inter-school competitions and internal sporting activities within a secondary school setting
- sound understanding of compliance, risk management and duty of care requirements associated with school sport and student activities
- ability to effectively organise and coordinate sporting events and programs, with strong attention to detail and the capacity to manage competing priorities
- demonstrated capacity to support student participation and engagement in sport, including lunchtime programs and broader co-curricular opportunities
- ability to work collaboratively with staff, including coaching staff and program leaders, to support consistent and effective delivery of sporting activities
- sound communication and interpersonal skills, with the ability to engage positively with students, staff and families
- developing understanding of how to promote a positive culture of sport within a school, including encouraging participation and recognising student achievement
- ability to follow established systems and processes, including supporting the preparation of documentation and use of College platforms
- willingness to contribute to the development of new initiatives, including academy or specialist sport programs, under the guidance of the Sports Coordinator
- capacity to use initiative, exercise sound judgement and maintain professionalism and confidentiality in all aspects of the role

## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.



## Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto Live Fully Act Justly
2. Demonstrated ability to support the coordination and delivery of school-based sports programs and events, including inter-school competitions and internal activities that promote student participation and engagement
3. Sound organisational and administrative skills, with the capacity to manage logistics, prioritise tasks and follow established processes to ensure the effective and timely delivery of sporting activities
4. Well-developed communication and interpersonal skills, with the ability to work collaboratively with staff, students and external providers to support a positive and inclusive culture of sport within the College
5. Proven success as an exemplary teacher

## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.