



# Sports Coordinator

<b>Title</b>	Sports Coordinator
<b>Classification</b>	Full Time (Ongoing) – Teaching
<b>Tenure</b>	3 Year Position of Leadership (2027 – 2029)
<b>POL Level</b>	POL 3
<b>Time Release</b>	10 x 70-minute periods
<b>Category</b>	Teaching Staff
<b>Key Report</b>	Vice Principal Staff & Operations Director of Student Programs
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Membership</b>	Operations Team

## Purpose of the Position

The Sports Coordinator is responsible to the Vice Principal Staff & Operations for the duties outlined below, in accordance with Catholic Regional College Caroline Springs policies and procedures. The purpose of the Sports Coordinator is to provide strategic leadership and oversight of the College's Sports Program across both Junior and Senior School. The role is responsible for the planning, coordination and delivery of a comprehensive and high-quality program that maximises student participation, promotes excellence and fosters values consistent with the ethos of the College.

The Sports Coordinator will lead the development and continuous improvement of the Sports Program, ensuring consistency, strong student engagement and clear alignment with College priorities. This includes a deliberate focus on building participation pathways and opportunities across all year levels, from Junior School through to Senior School. The role has direct responsibility for leading and developing the Assistant Sports Coordinator, building capacity, accountability and consistency in the delivery of all sporting programs and events. Working closely with the Vice Principal Staff & Operations, the Sports Coordinator will maintain a strong focus on effective logistical planning, safety and compliance, and the promotion of all aspects of College sport, ensuring the successful implementation and ongoing enhancement of the program.

As a member of the College staff, the Sports Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The 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

- Deputy Principal Student Engagement
- Heads of School
- Assistant Sports Coordinator [Direct Report]
- College Events Coordinator



## Key Roles and Responsibilities

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

- provide strategic leadership and oversight of the College's Sports Program across Junior and Senior School, ensuring alignment with College priorities and ethos
- lead the development, implementation and continuous improvement of a comprehensive sports program that maximises student participation, engagement and performance across all year levels
- design and strengthen clear participation and development pathways from Junior to Senior School, supporting both broad involvement and high-performance opportunities
- build and promote a strong culture of sport within the College, increasing student engagement, visibility and pride in sporting participation and achievement
- lead the development and implementation of targeted programs, including lunchtime sport, inter-school competitions and specialist or academy-based programs to enhance student experience
- oversee the organisation, promotion and delivery of all College sporting events and competitions, ensuring high-quality experiences and effective logistical planning
- manage the College's involvement in external sporting competitions and associations, ensuring strong representation and alignment with College expectations
- ensure all sporting activities are delivered in accordance with relevant compliance, risk management and duty of care requirements
- oversee the planning and approval processes for all sporting activities through relevant College systems, ensuring accuracy, consistency and timely submission of documentation
- lead and develop the Assistant Sports Coordinator, building capacity, accountability and consistency in the delivery of all aspects of the Sports Program
- support and guide staff involved in coaching and supervision of sport, providing clear expectations, resources and ongoing development
- work in close partnership with the Vice Principal Staff & Operations and the Director of Student Programs to strategically align the Sports Program within the College's broader co-curricular and student development priorities
- monitor and manage the Sports budget, including oversight of expenditure and resource allocation
- analyse participation data and program effectiveness to inform strategic decision-making and continuous improvement
- communicate effectively with students, staff and families to promote opportunities, celebrate success and ensure clarity of expectations
- collaborate effectively as part of the College Operations Team to support whole-school priorities and minimise disruption to core teaching and learning
- undertake other duties as directed by the Principal and/or Vice Principal Staff & Operations.

## 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 leading and managing a whole-school sports program within a secondary school setting, including inter-school competition and internal sporting initiatives
- highly developed understanding of compliance, risk management and duty of care requirements associated with school sport and student activities
- proven capacity to lead and develop staff, including building capability and consistency in the delivery of sport across multiple year levels and programs
- strong understanding of how to design and implement effective Junior and Senior School sport pathways that maximise participation and support student development
- demonstrated ability to build a positive and inclusive culture of sport, increasing student engagement, participation and school pride
- highly developed organisational and project management skills, with the ability to coordinate large-scale events, manage competing priorities and meet strict timelines
- strong working knowledge of relevant operational systems and processes, including planning, approval and documentation requirements for school-based activities
- demonstrated ability to develop and implement programs such as lunchtime sport and academy or specialist sport programs to enhance student experience
- highly effective communication and interpersonal skills, with the ability to work collaboratively with senior leaders, staff, students and external sporting bodies
- strong analytical skills, with the ability to monitor participation, evaluate program effectiveness and use data to inform continuous improvement
- capacity to exercise sound judgement, maintain confidentiality and manage sensitive matters with professionalism and discretion

## 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 capacity to lead and manage a comprehensive whole-school sports program, including the development of Junior and Senior School pathways that maximise student participation and engagement
3. Highly developed understanding of compliance, risk management and duty of care requirements associated with school sport, with the ability to ensure consistent and effective planning and delivery of all sporting activities
4. Proven ability to build staff capability and lead a positive culture of sport, including the development of direct reports and effective collaboration with key stakeholders to enhance program quality and impact
5. Highly effective organisational, communication and interpersonal skills, with the ability to manage complex programs, collaborate with senior leaders and drive continuous improvement across student programs
6. 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.