



# Sport and Co-Curricular Leader Role Description

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## **Classification:**

Education Support Officer Level 3 Category C

## **Hours of Work:**

Full time (38 hours per week). The hours of work will vary depending on training schedules, carnivals, before and after school training demands and other events at the College.

## **Position Description**

The College Sport and Co-Curricular Leader is responsible for fostering school spirit, teamwork and a sense of achievement for all students through College sport, leadership and camp programs.

## **Prerequisites**

### **Commitment to Child Safety**

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

### **Acquire and Maintain**

- Minimum Level 2 First Aid Qualification
- Heavy Vehicle Bus Licence
- Approved Mandatory Notification training
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors

### **Highly Desirable**

- Sport Coaching qualifications
- Certificate IV in Training and Assessment

## **Responsibilities**

### **Sports Co-ordination**

- Assist in promoting to students and staff a spirit of participation and fair play in all sporting endeavours.
- Work with relevant staff in the selection of teams and squads for involvement in the Catholic Girls Sports Association of Victoria (CGSAV) sporting competitions and other relevant sporting associations.
- Work with the relevant College leaders, PE staff and others to organise and co-ordinate staff, students and teams for interschool sporting competitions.
- Complete the necessary requirements prior to participation in sporting competitions, including risk assessments, team entry, hiring of facilities, transport and relevant administration tasks.
- Assist in Physical Education classes as required, including driving buses to external providers, e.g. Koorringal Golf Club
- Liaise with relevant representatives from other schools and the major sporting associations such as CGSAV.
- Represent the College at relevant CGSAV and other sports meetings as required.

- Collaborate with the relevant senior leaders in the allocation of all staff for interschool and intraschool sporting competitions such as coaches, supervisors and officials.
- Organise the House Swimming trials and Athletics carnival.
- Organise the annual College Sports Awards function.
- Complete the relevant compliance risk assessments for activities.
- Ensure that sporting success is appropriately recognised within the College and that material regarding sport is provided for publications such as the College Newsletter, College Yearbook, Assemblies and social media.
- Monitor the level and quality of sports equipment and ensure that all equipment is maintained in accordance with appropriate safety standards. Ensure all uniform and equipment are kept in a tidy manner.
- Liaise with the Health and Physical Education Domain Leader to arrange the purchase of sporting equipment and uniforms.
- Ensure that appropriate records of student sport involvement are maintained.
- Oversee all communication within the College regarding the arrangements for sports programs.
- Liaise with the College Leaders to assist with the use, care and maintenance of the College sporting facilities.
- Ensure that the appropriate risk management and safety processes are adhered to for all sport activities.
- Develop and maintain the Sports budget.
- Support staff involved in sports coaching and develop their capacity to effectively carry out their roles.

### **Student Leadership**

- Support and encourage student leaders in their roles of promoting participation in physical activity and House spirit.
- Encourage personal pride in individual, House and team achievements.
- Be involved in the development and implementation of the Student Leadership Program.
- Support the student leaders in developing lunchtime House and sporting activities.
- Work with the Student Engagement Leader to develop an ongoing Student Leadership Program.
- Be involved in the selection process of student House leaders.

### **Camps, Co-curricular and Extra-Curricular Activities**

- Assist in the organisation and administration of the College camp program.
- Assist and provide support in the organisation of Outdoor Education and Duke of Edinburgh camps and activities.
- Attend camps as required.
- Organise, be involved in and attend co-curricular and extra-curricular activities as required.

Undertake related duties as requested by the Principal who may vary the above duties.

## **Required Attributes and Skills**

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College.
3. Experience in coaching, organising and administering sports programs.
4. The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement.
5. The ability to dialogue with staff in a collegial manner to achieve improved outcomes for students.
6. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
7. Proven organisational skills and capacity to show initiative in working independently.
8. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students, staff and parents.
9. Highly developed technology skills.