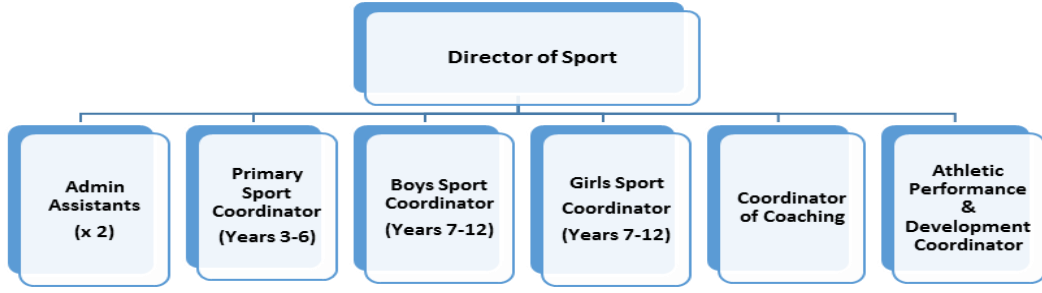


POSITION DESCRIPTION

POSITION TITLE:	Boys Sport Coordinator (Years 7-12)
REPORTS TO:	Director of Sport
OVERVIEW:	<p>To work within a collaborative team of co-curricular leaders (Girls Sport & Primary Sport Coordinator, Athletic Performance and Development Coordinator) to support and assist with the daily management of Sports co-curricular program at St Peters Lutheran College - Indooroopilly.</p> <p>The role of the Boys Sport Coordinator Years 7-12 is primarily a role of managing others i.e. assisting, advising, supporting and problem solving. While this role also includes areas requiring direct oversight and decisive decision making, the overall focus remains on a process of team decision making.</p> <p>The Director of Sport is responsible for clarifying decision making processes and management boundaries between co-curricular leaders.</p> <p>There is also a teaching load required for this position.</p>
REPORTING RELATIONSHIPS:	 <pre> graph TD DOS[Director of Sport] --- AA[Admin Assistants (x 2)] DOS --- PSC[Primary Sport Coordinator (Years 3-6)] DOS --- BSC[Boys Sport Coordinator (Years 7-12)] DOS --- GSC[Girls Sport Coordinator (Years 7-12)] DOS --- COC[Coordinator of Coaching] DOS --- APC[Athletic Performance & Development Coordinator] </pre>
MAIN OBJECTIVES:	<ol style="list-style-type: none"> 1. Manage the day to day operations of the Boys Sport Years 7-12 co-curricular program. 2. Co-ordination of Boys Sport Years 7-12 staff. 3. Administration of Boys Sport Years 7-12. 4. Represent Boys Sport Years 7-12 on behalf of the College. 5. Other responsibilities as negotiated with Director of Sport.
DUTIES AND RESPONSIBILITIES:	<p>The duties and responsibilities of this role are:</p> <ol style="list-style-type: none"> 1. Manage the day to day operations of the Boys Sport Years 7-12 co-curricular program. <ol style="list-style-type: none"> 1.1. Liaise with the Director of Sport and assist in the formulation and implementation of sports policies and procedures. 1.2. Under the Director of Sport, review and evaluate the Boys Sport

- Years 7-12 program including seasonal review of each AIC Sport.
- 1.3. Consult regularly with the coordinators of specific sports regarding the management of the sporting seasons.
 - 1.4. Assist the Director of Sport with the implementation of personal development, leadership programs and activities for Sports Captains, Spirit Captains and Sports Prefects for Boys Sport Years 7-12, in conjunction with the Head of Senior School.
 - 1.5. Liaise with coordinators to ensure the sporting facilities for Boys Sport Years 7-12 are safe and the playing facilities are available and prepared for sport.
 - 1.6. Liaise and work closely with parent support groups of sports for boys Years 7-12, including all AIC sports, Rowing and Water Polo.
 - 1.7. Maintain records for all co-curricular sports results for Boys Sport Years 7-12.
 - 1.8. Be responsible for the organisation and presentation of information sessions and handbooks relating to Boys Sport, in conjunction with the Director of Sport.

2. Co-ordination of Boys Sport Year 7-12 staff

- 2.1. Assist with the appointment and review of staff involved in the Boy's Sport Years 7-12 co-curricular program, including the recruitment and retaining of coordinators and coaches, as directed by Director of Sport.
- 2.2. Conduct meetings with coaches, coordinators and parent support groups as necessary for Boys Sport Years 7-12.

3. Administration of Boys Sport Years 7-12

- 3.1. To represent Boys Sport Years 7-12 by attending Parent Support Group Meetings; AIC fixtures and meetings; competitions outside AIC e.g. Regionals; Met West School Sport; College Award Presentation Ceremonies; and Chapel when necessary.
- 3.2. Ensure relevant student records and an effective and efficient reporting and recording system for Boys Sport Years 7-12.
- 3.3. Assist with the promotion of the criteria for sporting awards.
- 3.4. Ensure that all AIC By Laws kept up to date and all information pertaining to sports meetings (including minutes and agendas) are correctly maintained and prepared.
- 3.5. Communicate with the Coaching Coordinator and individual Sport Coordinators any changes to by laws, rules and other related matters that may affect Boys Sport Years 7-12.
- 3.6. Distribute Sports Budget requisitions to Coordinators and to collate budget proposals to assist the Director of Sport in preparing the Sports budget.
- 3.7. Liaise with the Sports Coordinators and Managers to collate related information on weekly sports fixtures including game times, contact details for coordinators and transport information

	<p>for submission to the College newsletter.</p> <p>3.8. Liaise with the Sports Administration Assistant in organizing transport for students for specific sporting fixtures.</p> <p>3.9. Liaise with the Coordinators of each Sport to secure referees and umpires when required.</p> <p>3.10. As directed by the Director of Sport, coordinate the Inter-house Sports Carnivals by distributing information to House Patrons and staff for Athletics, Swimming and Cross Country.</p> <p>3.11. Provide administration for students wishing to attend trials for Met West School Sport by preparing and collating nomination forms. This includes maintaining correct records of student's absences and students who gain further representation (School Sport Awards).</p> <p>4. Other Responsibilities</p> <p>4.1. Be seen by staff, students and parents as a leader within the College, through high visual presence and extensive communication.</p> <p>4.2. Teach classes as required by the Deputy Head of College, the loading being no more than three classes.</p> <p>4.3. Set a good example of Christian living in the College and model the Christian faith to others.</p> <p>4.4. Other tasks as requested by the Deputy Head of College or Director of Sport.</p> <p>4.5. Be prepared to regularly work outside normal hours including Saturday Sport.</p>
REPRESENTATION AT MEETINGS/ COMMITTEE MEMBERSHIP:	<ul style="list-style-type: none"> • Maintain regular communication and publicity with the College community involving Boys Sport Years 7-12 and to liaise with other related departments of the College, such as sports assemblies and weekly written publications (newsletter). • Represent Boys sport Years 7-12 by attending Parent Support Group meetings, AIC fixtures and relevant competitions outside the AIC. • Represent the College at AIC and other affiliated meetings. • Participate in College and Department Co-curricular meetings and other groups to represent the interests of Boys Sport Years 7-12.
WORKPLACE HEALTH & SAFETY	<p>Workplace Health & Safety duties:</p> <ul style="list-style-type: none"> • The Boys Sport Coordinator is accountable for the day to day control of their respective area of operations with regard to Workplace Health and Safety. • In addition to the mandatory duties and obligations imposed by the statutory requirements, the Boys Sport Coordinator must be familiar with the <i>Work Health and Safety Act 2011</i> and the policies and procedures associated therewith. • The Boys Sport Coordinator must ensure that no employee is required to

	<p>undertake a task without adequate safety instructions and job specific training, reporting all hazards and incidents to the Quality Assurance/WHS Department.</p>
SELECTION CRITERIA:	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Boys Sport Coordinator Years 7-12:</i></p> <p>SC1 – Qualifications / Experience</p> <ul style="list-style-type: none"> ▪ Must hold a teaching qualification that is appropriate for registration in Queensland. ▪ Experience in a leadership role. ▪ Experience in working within co-curricular education, in particular dealing with administrative issues. <p>SC2 - Demonstrated ability to initiate, organise and prioritise administration tasks</p> <ul style="list-style-type: none"> ▪ The ability to work autonomously and collaboratively ▪ Be able to meet tight deadlines within a pressured environment and think analytically to solve complex problems. ▪ Have a high degree of computer literacy or be willing to undertake training in computer literacy. ▪ Have a high degree of administrative competence and be vitally concerned about the needs of students. <p>SC3 – Demonstrated ability to communicate</p> <ul style="list-style-type: none"> ▪ Be able to demonstrate effective written and verbal communication skills. ▪ Be able to communicate sensitively and confidentially with staff, parents and students. ▪ Be able to facilitate, develop and maintain working relationships with other members of staff within the College. ▪ Be able to demonstrate skill in working collaboratively with a range of needs and interests towards agreed outcomes. <p>SC4 – Demonstrates personal integrity</p> <ul style="list-style-type: none"> ▪ Be prepared to undertake additional professional development. ▪ Be able to model exemplary standards of personal integrity. ▪ Willingness to support the Christian Ethos of the College.
CLASSIFICATION	<p>Salary – Teacher Classification Level + Sports Leaders 1 Allowance (currently the amount as CL1 in the EBA)</p> <p>Tenure – 3 year tenure</p> <p>Time Release – 2 lines of release</p> <p>Terms and Conditions – Please refer to the Lutheran Schools Enterprise Bargaining Agreement.</p>

LOCATION	Sports House St Peters Lutheran College 66 Harts Road INDOOROPILLY QLD 4068
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Please note that this Position Description:

- can alter with changes in the roles and responsibilities of the position
- will be used as a framework for appraisal.

Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.

DATE WRITTEN / LAST REVIEWED: 04/09/2017