

PRIMARY SPORT COORDINATOR

Role Description

Function

The Primary Sport Coordinator, alongside the Director of Sport and Extra-curricular, Sports Coordinators and Coaches, is responsible for engaging students in and coordinating sporting programs for both the St John's and the St Peters Campuses.

The Coordinator models and promotes the College values at all times, and supports the participation, engagement and effective management of our Primary sports program.

Classification:

As determined by the College within the current *Lutheran Schools SA Enterprise Agreement*.

Tenure

Fixed term, part-time.

Conditions

30 hours per week, 42 weeks per year (39 term weeks plus 3 additional weeks). Some out-of-hours work will be required, including afternoons/evenings on weekdays and some Saturdays mornings during sport seasons.

Location

The position will be located across Concordia College campuses:

- Primarily St John's Campus, 20 Highgate Street, Highgate, and
- St Peters Campus, 71 Cumming St, Blackwood
- and at times Concordia Campus, 24 Winchester Street, Highgate

Line Management

This position directly reports to the Director of Sport & Extra-curricular ELC – 12.

Essential Characteristics

Education & Qualification

- Completed secondary school
- Qualification and experience applicable to the role
- Working With Children Check & RRHAN-EC certification
- First Aid accreditation

Desirable Experience and Qualifications

- Relevant degree within sport such as Sports Administration

Knowledge and Experience

- Experience working in a similar team environment
- Familiarity with relevant school policies, guidelines and procedures
- Appropriate knowledge of digital technologies applicable to the role

Personal Qualities

- Demonstrates alignment with the College values:
 - **Integrity** (Our actions align with our words, even when it is difficult.)
 - **Courage** (We embrace challenge and take healthy risks.)
 - **Aspiration** (We strive for continuous growth and improvement.)
 - **Care** (We show respect and kindness to ourselves and others.)
 - **Connection** (We welcome, include and appreciate others)
 - **Grace** (We show humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Projects positivity and displays genuine enthusiasm and optimism.

Lutheran Identity

1. The Primary Sport Coordinator

strengthens the College's ethos through ensuring that human relationships and activities are modelled on its Lutheran identity. In this way, the **Primary Sport Coordinator** unites with the community in continually creating Concordia College as a place of service and transformation, within the Lutheran tradition.

Positional Responsibilities

2. Accountability

- 2.1 Is directly accountable to the Head of College through the Director of Sport & Extra-curricular for meeting role responsibilities, agreed goals, and appraisal outcomes
- 2.2 Is accountable to the Director of Sport & Extra-curricular for day-to-day operations
- 2.3 Works closely with all members of the Sport team and attends team meetings as required
- 2.4 Meets all accountability requirements as set down by the College's policies and directives

3. Decision Making

- 3.1 Consults with all relevant stakeholders in decision making matters, as appropriate, ensuring that the best interests of all are maintained
- 3.2 Accepts the delegated responsibility and authority vested by the Head of College and takes direction from the Head of College, Director of Sport & Extra-curricular and Campus Principals
- 3.3 Plans and organises and Primary School Sport events including Sports Day and carnivals together with the day to day and week to week running of a comprehensive interschool sport programme across two campuses.

4. General

- 4.1 Assists the Head of College in fulfilling the values, traditions, aims and purposes of Concordia College and supports and maintains the philosophy and ethos of the College as summarised in the Mission Statement
 - 4.2 Assists the Head of College in keeping with the ethos, values and traditions of the College
 - 4.3 Has an understanding of, and demonstrates a strong commitment to, the ethos and practice of Lutheran schooling and Christian living
 - 4.4 Accepts the delegated responsibility and authority vested by the Head of College
 - 4.5 Consistently shows support for, and leadership within, school-wide policy initiatives and strategic plans, both within and outside the College
 - 4.6 Understands, leads, promotes and works within the parameters of the College's security, privacy and copyright policies and practices
 - 4.7 Complies with Legislative requirements and the Lutheran Schools SA Enterprise Agreement
 - 4.8 Is familiar with, leads in, supports and ensures the implementation of WHS policies and practices as appropriate
 - 4.9 Complies with all College policies, including policies introduced or varied after the employment commences
 - 4.10 Performs duties according to the College Workplace Conduct Policy for staff
 - 4.11 Is required to install and use a company approved Two Factor Authentication application on their personal phones to enable access to the College schools ICT systems
 - 4.12 Understands and applies the College's child safe policies and procedures, including identifying and reporting risks, identifying child abuse indicators, disclosures and internal and external reporting obligations
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- 4.13 Leads in and performs tasks and out-of-hours duties to fulfil the responsibilities of the role
- 4.14 Leads, promotes and maintains a positive and productive workplace environment
- 4.15 Undertakes other duties as required by the Head of College

5. Knowledge & Understanding

- 5.1 An understanding of the concept and requirements of productive and friendly service to students and staff within the context of a school environment
- 5.2 Demonstrate use of appropriate software and technical knowledge in carrying out duties
- 5.3 A willingness to become conversant with new ICT applications as required
- 5.4 Specific knowledge of school sport including SAAS and IGSSA Associations
- 5.5 General understanding of education environments, procedures and practices
- 5.6 Knowledge of standard techniques and practices associated with team sport

Use of Skills and Problem Solving

- 5.7 Identify and apply knowledge and skills to a range of processes and procedures to perform and resolve tasks or problems within the school sport environment
- 5.8 Proactively collaborate with relevant stake holders to improve the effectiveness of the existing administrative systems for the sports programs
- 5.9 Have interpersonal and communication skills that are positive and effective
- 5.10 Use effective time management skills to deal with multiple daily and long-term tasks
- 5.11 Use initiative, drive and ability to investigate, trouble-shoot and problem-solve individual and collaborative situations

Control, Authority, Judgement and Decision Making

- 5.12 Work independently on routine matters
- 5.13 Consults with the Director of Sport & Extra-curricular and relevant Campus Principal as appropriate and prior to implementing any new initiatives or directional changes associated with internal or external administrative processes or communication
- 5.14 Has the ability to prioritise within the requirements of the role
- 5.15 Provides accurate information using discretion and judgment

6. Responsibilities and Accountabilities – Role Specific

- 6.1 Ensure information is collated accurately and communicated as necessary
- 6.2 Produce and update sport programs/match fixtures for the primary campuses
- 6.3 Organise nominations for Summer and Winter Sport via Clipboard and subsequently managing these into teams
- 6.4 As needed, will liaise with the Director of Sport and Extra-curricular for additional administrative assistance through the Sports Administrator
- 6.5 Create trials/training schedules for all sports each term, including all programs/schedules and communicating to relevant stakeholders and families, printing and posting on all platforms for the primary campuses

- 6.6 Identifies potential coaches, assists with their engagement with the College through interview and reference checks and communicates recommendations to the Director of Sport and Extra-curricular for their appointment
- 6.7 Work closely with the Director of Sport and Extra –curricular and Director of People & Culture, using templates provided, to ensure that all compliance requirements pertaining to coaches, umpires, supervisors and volunteers are met, including the follow up, for the primary campuses
- 6.8 Liaise with coaches, staff members, parents, volunteers and students. This may include communicating with parents and students via email and/or Clipboard for all sport - i.e., nominations, program updates, team list changes, cancellations etc.
- 6.9 Expects, maintains and monitors a high standard of student behaviour
- 6.10 Assists with identifying and coordinating student awards and recognitions for school sport involvement, seasonal and annual, for the primary campuses
- 6.11 Attends relevant Sport Association meetings relevant to their role
- 6.12 In conjunction with the Director of Sport and Extra-curricular and Campus Principals, attends meetings and matches after school and on weekends, as necessary
- 6.13 Forwards information to coaches for the appropriate teams for the primary campuses as required
- 6.14 Liaises with appropriate agencies as necessary to satisfy parent/student enquiries
- 6.15 Is primarily responsible for the organisation and coordination of school teams for School Sport SA events
- 6.16 Attends sporting events, as required by the Director of Extra & Co-Curricular Sport or Principal, to support and grow the profile, vision, and intent of the Sport Department of the College
- 6.17 Follow up on student payments, risk assessments and relevant medical information, for the primary campuses
- 6.18 Create and manage sport excursions through Consent2Go, for the primary campuses, getting approval from the Director of Sport
- 6.19 Collate Consent2Go data from consent returns for the primary campuses and notify relevant staff of attendees and their transport needs
- 6.20 Book relevant bus transport requirements for after school sport and sport excursions
- 6.21 Ensure through the Student Services Officer the restock of first aid kits for coaches' sport bags
- 6.22 Create documents for trophy presentations in Assembly

7. People & Culture

- 7.1 Build a positive sporting environment that promotes the College's values framework.
- 7.2 Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College
- 7.3 At all times fosters appropriate and positive relationships with students, staff, coaches, umpires and parents
- 7.4 Contributes to maintaining appropriate expectations for team and student behaviour
- 7.5 Foster collaboration by engaging colleagues in initiatives and supporting opportunities for professional growth
- 7.6 Ensures our Christian values are visible
- 7.7 Demonstrates, expects and communicates behaviours that reflect the values and culture of the College
- 7.8 Establishes and maintains high expectations of staff and students
- 7.9 Acknowledges successes and encourages collegiate support recommending awards and presentations for teams/individual sports persons and communicates this to the Director of Sport and Extra-curricular.

8. Managing Resources and Communication

- 8.1 In coordination with the Director of Sport, ensures and contributes to the efficient and effective administration of all elements of ELC – Year 6 sport competitions
- 8.2 Ensures all relevant communications and engagements with parents and other significant bodies are timely and appropriate
- 8.3 Is an active member of agreed committees and teams, as directed by the Director of Sport and Extra-curricular or Principal
- 8.4 Support compliance with WHS regulations and inform the relevant leader of any concerns regarding equipment or facilities
- 8.5 Contribute to administrative processes, ensuring requirements and deadlines are met.

Performance Appraisal & Review

1. The Primary Sport Coordinator is accountable for and appraised annually on the basis of the following:
 - Executing the responsibilities outlined in this duty statement.
 - Identifying improvement priorities and taking strategic action to address them.
 - Administering the effective use of the College Sport Management System (e.g. Clipboard) to support students and families.
 - Contributing constructively to College-wide initiatives and demonstrating collaborative leadership across campuses.
 - Fostering a collaborative, positive, and professional team culture.
 - Supporting staff development and mentoring, including the identification of leadership potential and opportunities for professional growth.
 - Managing resources effectively and efficiently, including budgets, facilities, and equipment.
2. All roles evolve over time, and the school is regularly committed to reviewing and updating duty statements to ensure they accurately reflect each employee's contribution and the College needs. The Primary Sport Coordinator role will be reviewed on a yearly cycle, or more frequently as appropriate.
3. A formal appraisal process will be conducted at intervals to determine the future of the role and the suitability of the incumbent.

September 2026
