

SPORT COORDINATOR

This document is to be read in conjunction with the Teacher Duty Statement.

Position Description

Function

The Sport Coordinator assists the Director of Sport & Extra-curricular ELC-12 with managing the sporting and extra-curricular activities in the College.

The Sport Coordinator will work with teachers and students to ensure the values of the College are visible and encourage a vibrant and positive environment which supports students to achieve their sporting personal best.

Tenure

This position of additional responsibility (PAR) has a 2-year tenure.

Conditions

This position of additional responsibility attracts leadership points as per the current Lutheran Schools SA Enterprise Agreement.

A time allowance of approximately 0.5FTE is provided to fulfil the responsibilities of the position, with approximately 0.5FTE teaching.

The Sport Coordinator is visible on all campuses at agreed times. This role will include Saturday morning and after school time for sport during each season.

A Sport Coordinator will be allocated to one of St Peters or St John's Campus to assist with the integration of the sporting model.

Line Management

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

Location

This position will be located at all 3 campuses – Concordia Campus, St John's Campus and St Peters Campus.

Essential Characteristics

Education & Qualification

- South Australian Teacher Registration
- LEA accreditation appropriate for the role
- Post-graduate qualifications in Education (desirable)

Knowledge & Experience

- Knowledge and understanding of relevant curriculum and IB MYP & SACE frameworks.
- Knowledge and understanding of contemporary research, practices and educational trends.
- Experience in leading teams of staff, projects, and/or educational change.
- Capacity to create partnerships with institutions and organisations beyond the educational environment.

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
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.
- Contemporaneous approach to curriculum and teaching and learning.

Positional Responsibilities

1. Accountability

- 1.1 Meets all accountability requirements as set down by the College's policies and directives
- 1.2 Is directly accountable to the Head of College through the Director of Sport & Extra-curricular ELC-12 for meeting role responsibilities
- 1.3 Will maintain regular and visible presence in Chapel and on Campus.

2. Decision Making

- 2.1 Consults with all relevant stakeholders in decision making matters, as appropriate, ensuring that the best interests of all are maintained
- 2.2 Follows College processes for proposing and managing competitions
- 2.3 Takes direction from the Director of Sport & Extra-curricular ELC-12, as appropriate, regarding the purpose and role of the Sport Coordinator
- 2.4 Actively helps plan, organise and participates in School Sport events

3. Key Accountabilities

- 3.1 Assumes the professional responsibilities of a Teacher as outlined in the Teacher Role Description
- 3.2 Assists in implementing the strategic vision that promotes engagement and participation of students in sport at all levels
- 3.3 Collaborates with the DoSEC to facilitate the professional growth of internal and external coaches
- 3.4 Maintains and monitors a high standard of student behaviour
- 3.5 Assists with identifying and coordinating student awards and recognitions for school sport involvement, seasonal and annual
- 3.6 Assists program coaches as needed
- 3.7 Liaises with parents, volunteers and coaches as required
- 3.8 Attends relevant Sport Association meetings
- 3.9 In conjunction with DoSEC, attends meetings and matches after school and on weekends, as necessary, to monitor student involvement and liaises with coaches
- 3.10 Works collaboratively with other staff to ensure an integration of College wide priorities.

4. Leading Team and Event Registration

- 4.1 Identifies potential coaches, assists with their engagement with the College through interview and reference checks and communicates recommendations to the DoSEC for their appointment
 - 4.2 Alongside the DoSEC, assists with the management of coaches including their behaviour, coaching standards and style, presentation and coach development
 - 4.3 Liaises with coaches and supervisors for sports teams as required to the role and need
 - 4.4 Forwards information to coaches for the appropriate teams as required
 - 4.5 Liaises with appropriate agencies as necessary to satisfy parent/student enquiries
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- 4.6 Assists the DoSEC with organisation and coordination of school teams for local and interstate events
 - 4.7 Attends sporting events, as required by the Director of Sport & Extra-curricular ELC-12 or Principal, to support and grow the profile, vision, and intent of the Sport Department of the College
 - 4.8 Attends Sport and Extra Curricular meetings relevant to their role in Sport Coordination
 - 4.9 Liaises with various stakeholders including the Head of College, Principals, and Director of Sport & Extra-curricular ELC-12 sharing schedules and relevant matters, as required
 - 4.10 Works with the DoSEC and Head of College to develop a comprehensive coaching model for each sport, including handbooks for the community
 - 4.11 Will attend at least one 'tour' event each year. Tours are usually between 5 and 7 days in duration and usually played interstate.

5. Leading People & Culture

- 5.1 Lead in a manner that supports the College's vision and role models the College's values framework.
- 5.2 Build a positive sporting environment that promotes the College's values framework.
- 5.3 Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College.
- 5.4 At all times fosters appropriate and positive relationships with students, staff, coaches, umpires and parents
- 5.5 Contributes to maintaining appropriate expectations for team and student behaviour with the Director of Sport & Extra-curricular ELC-12
- 5.6 With the DoSEC follows up on any issues related to sport teams, including behavioural and disciplinary matters as required
- 5.7 With the DoSEC, takes responsibility for the implementation of the sports uniform policy for teams/competitors/staff

6. Managing Resources and Communication

- 6.1 Conveys any relevant information on sport programming that will assist or may not already be available to the Sport Administrator and the DoSEC in a timely manner
 - 6.2 Writes appropriate reports for Community Review
 - 6.3 Communicates relevant season teams for publication and distribution to all relevant stakeholders
 - 6.4 Through the DoSEC, relays team and competitor information to the Sport Administrator for participants and families in a timely
 - 6.5 Contributes to the publication and communication of meetings, matches and game results
 - 6.6 Recommends awards and presentations for teams/individual sports persons and communicates this to the DoSEC
 - 6.7 In coordination with the DoSEC, ensures and contributes to the efficient and effective administration of all elements of ELC – Year 12 sport competitions
 - 6.8 In coordination with the DoSEC, ensures policy requirements, guidelines and directives in relation to the workplace are implemented
 - 6.9 Ensures all relevant communications and engagements with parents and other significant bodies are timely and appropriate
 - 6.10 Is an active member of agreed committees and teams, as directed by the DoSEC or Principal.
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Performance Appraisal & Review

1. The Sport Coordinator is accountable for and appraised annually on the basis of the following:
 - Executing the responsibilities outlined in this duty statement.
 - Implementing a coherent, knowledge-rich sporting program and developing relevant documentation.
 - Identifying improvement priorities and taking strategic action to address them.
 - Using data to enhance student participation, achievement, and sporting operations.
 - Maintaining program 'health', including student engagement, subject enrolments, and achievement.
 - Managing 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 faculties.
 - 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 Sport Coordinator PAR will be reviewed on a 2-year cycle, or more frequently as appropriate.
3. A formal appraisal process will be conducted at end-of-tenure to determine the future of the PAR and the suitability of the incumbent.

Key Performance Indicators

KPI's will be developed in consultation with the Coordinators within the first 6 months of the role.