

Position Information Document

Boys Sport Coordinator

Champagnat Campus

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Our approach to education is shaped by the distinctive Marist characteristics of Presence, Simplicity, Family Spirit, Love of Work and following in the Way of Mary. These characteristics find expression in the way we form relationships, build community, approach our work and accompany the young people entrusted to our care. At the heart of this approach is Marcellin's conviction that "to educate children properly we must love them and love them all equally" (*In the Footsteps of Marcellin Champagnat*, 2023, [117]).

Sport is an important part of the holistic education offered at Sacred Heart College, providing opportunities for participation, belonging, challenge, teamwork, and excellence. At Champagnat Campus, the Boys Sport Coordinator provides visible leadership of a safe, inclusive, and high-quality boys sport program, ensuring students of differing interests and abilities are able to participate meaningfully in College life. In doing so, the role helps ensure that boys sport reflects the standards, values, and family spirit of Sacred Heart College, and contributes positively to the formation of young people during their Years 7–9 experience.

Broad purpose

The Boys Sport Coordinator provides leadership and oversight of the boys' sport program at Champagnat Campus. The role is responsible for ensuring that sporting opportunities are safe, inclusive, well organised, and appropriately supervised, and that students are supported to participate at a level suited to their interests, abilities, and aspirations.

Working closely with the Deputy Principal, Girls Sport Coordinator, coaches, managers, and other relevant staff, the Boys Sport Coordinator leads the effective planning, delivery, and ongoing development of the boys' sport program, while promoting high standards of student conduct, participation, and representation of the College. The role provides leadership, direction, and oversight to the Football and Cricket Coordinator, who supports the delivery of those respective programs under the overall leadership of the Boys Sport Coordinator.

Key areas of work

Sport program leadership and development

The Boys Sport Coordinator will:

- lead the planning, delivery, and ongoing development of the boys' sport program in alignment with the strategic aims, policies, and Marist ethos of the College;
- provide overall leadership and oversight of the boys' sport program at Champagnat Campus, including football and cricket;
- ensure the program provides inclusive and appropriately resourced opportunities for students across a range of sports, abilities, and levels of participation;
- maintain a visible presence at training, competitions, and other sporting activities, supporting students, coaches, and managers, and promoting high standards across the program;
- provide leadership, direction, and support to the Football and Cricket Coordinator, ensuring the football and cricket programs operate consistently with College expectations and the broader direction of boys' sport;

- delegate appropriate responsibility for the day-to-day coordination of football and cricket to the Football and Cricket Coordinator, while retaining overall accountability for the quality and effective operation of those programs;
- work collaboratively with the Girls Sport Coordinator to promote consistency, equity, and a coordinated approach to sport across the College;
- coordinate, in partnership with the Girls Sport Coordinator and other relevant staff, major College sporting events including Intercol and Sports Day;
- coordinate the College's participation in relevant Marist sporting carnivals;
- maintain active involvement with at least one Sacred Heart College sporting team as a coach, manager, or in another appropriate capacity; and
- undertake post-season reviews and use feedback to inform the ongoing development of the program.

Student participation, wellbeing and conduct

The Boys Sport Coordinator will:

- coordinate student participation and team allocations, having regard to student demand, ability, appropriate competition levels, and advice from coaches and relevant staff;
- ensure team selection processes are transparent, fair, and clearly communicated;
- promote and uphold College expectations for student conduct, including behaviour, uniform, and punctuality, and take responsibility for addressing conduct that does not meet those expectations;
- monitor student compliance with the Curriculum Extension Activities Policy and respond appropriately where expectations are not met;
- act as a key point of liaison for students and families in relation to participation, selection, conduct, and other matters arising through the boys' sport program;
- ensure student injuries, medical information, and associated documentation are appropriately managed and communicated to relevant staff; and
- promote a sporting culture characterised by respect, inclusion, teamwork, and appropriate representation of the College.

Coaches and staff

The Boys Sport Coordinator will:

- provide day-to-day leadership, direction, and oversight to the Football and Cricket Coordinator, including establishing priorities, supporting effective performance, and ensuring appropriate communication and coordination across the boys' sport program;
- recruit, appoint, and induct coaches and managers for boys' sporting teams, working with the Football and Cricket Coordinator in relation to football and cricket;
- provide leadership, support, and direction to coaches and managers, including through regular meetings and a visible presence at training and competition;
- address issues arising on or off the field involving coaches, managers, or students, escalating matters where appropriate;
- monitor the standards and conduct expected of staff involved in the sport program;
- identify and coordinate relevant coaching qualifications, professional learning, and development opportunities;
- support coaches to remain informed about contemporary coaching practices and approaches appropriate to school sport;

- maintain currency in contemporary school sport, coaching practices, and relevant developments through appropriate professional learning and engagement with sporting associations and networks; and
- collaborate with relevant staff and external sporting organisations where specialist coaching, training, or development opportunities would benefit students.

Fixtures, events and external partnerships

The Boys Sport Coordinator will:

- oversee fixtures and competition arrangements for boys' sport, including football and cricket, and the nomination of teams to relevant associations;
- coordinate home-game arrangements including venues, facilities, equipment, umpiring, payments, and other operational requirements, delegating appropriate responsibilities to the Football and Cricket Coordinator where relevant;
- work closely with the Venue Coordinator to ensure the effective operation of Saturday sport, including the coordination of venues, facilities, access, and other on-the-day requirements;
- work with the Girls Sport Coordinator and relevant College staff to ensure appropriate first aid arrangements are in place for hosted sporting events;
- liaise with grounds and maintenance staff to ensure facilities are appropriately prepared for training and competition;
- maintain constructive relationships with sporting associations, clubs, and other external organisations;
- manage matters arising from students' external sporting commitments where these intersect with College sport;
- develop partnerships with local clubs and sporting organisations where these provide appropriate opportunities for students or mutual use of facilities and expertise; and
- coordinate end-of-season celebrations and processes associated with the appointment of Sports Captains.

Administration, communication and resources

The Boys Sport Coordinator will:

- attend relevant association meetings and provide appropriate advice, updates, and feedback to the Champagnat Leadership Team;
- provide day-to-day oversight, direction, and support to the Sport Administration Assistant in relation to the administration and operational requirements of the boys' sport program;
- oversee the work of the Football and Cricket Coordinator as it relates to administration, fixtures, communication, resourcing, and operational delivery of football and cricket;
- manage the boys' sport program within the approved co-curricular budget, including oversight of expenditure associated with football and cricket, and working in partnership with the Girls Sport Coordinator where appropriate;
- maintain accurate records relating to teams, fixtures, results, and other relevant aspects of the sport program;
- ensure effective and timely communication with students, families, coaches, staff, and the broader College community;
- work collaboratively with Marketing and Communications to promote boys' sport, celebrate student and team achievements, and ensure appropriate visibility of the program across College communication channels;
- contribute relevant sporting content to College communications and publications, including news updates and the annual yearbook; and

- develop and maintain appropriate expectations and codes of conduct for students, families, coaches, and other stakeholders consistent with College values and expectations.

General

The Boys Sport Coordinator will:

- attend relevant College meetings, events, functions and information sessions as required; and
- undertake any other reasonable duties consistent with the position and its classification, as required by the Principal or delegate.

Qualifications

Desirable qualifications

- Relevant tertiary qualifications in education, physical education, sport management, sports administration, or a related discipline.

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- current registration with the Teachers Registration Board of South Australia;
- accreditation to teach in Catholic Education South Australia (“CESA”);
- a current Working with Children Check, in accordance with CESA requirements;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role); and
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role.

Workplace health and safety (WHS)

Workers have a responsibility to:

- take reasonable care for their own health and safety
- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace.

PORs (Positions of Responsibility) and **Managers** are required to:

- ensure staff are aware of and follow WHS policy and procedures described on CompliSpace;

- participate in training designed to support their responsibilities;
- ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work;
- encourage the formal reporting of hazards and incidents arising in the workplace;
- inform school leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control;
- respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health (e.g., conflict between staff, bullying, harassment, and violence); and
- participate in workplace inspections, incident investigations and other WHS activities on request.

Behavioural expectations and fair treatment in the workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review.

Conditions of employment

The term of appointment is three years. Salary and conditions are in accordance with the South Australian Catholic Schools Enterprise Agreement (as amended from time to time). This position is classified as a Position of Responsibility (POR) 1 and includes a time release of at least 0.63FTE or approximately 810 minutes per week.

Regular attendance at Saturday sport, and other sporting events outside normal school hours, is an inherent requirement of the position.

Reporting/working relationships

Immediately responsible to: Deputy Principal

Line management from: Deputy Principal

The Boys Sport Coordinator provides day-to-day leadership and direction to the Football and Cricket Coordinator and Sport Administration Assistant.

The Boys Sport Coordinator will report to the Head of Champagnat Campus and Deputy Principal on a regular basis and work closely with relevant College leaders and staff to ensure the effective operation and ongoing development of boys' sport at Champagnat Campus.

The College Principal is responsible for general employment conditions.

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.