

Position Information Document

Football and Cricket 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]).

The Football and Cricket Coordinator is responsible for leading the co-curricular football and cricket programs at Champagnat Campus. This includes oversight of quality coaching, student welfare and behaviour, and the cultivation of strong partnerships with families, staff, and external organisations. In fulfilling this role, the Coordinator ensures that the football and cricket programs not only deliver sporting excellence, but also reflect the values and traditions of Sacred Heart College.

Broad purpose

The Football and Cricket Coordinator will be a member of the Champagnat Sport Committee and will work in close cooperation with the Head of Champagnat Campus, the Boys Sport Coordinator, and relevant College staff. The Football and Cricket Coordinator will ensure that the football and cricket programs are well-planned, effectively delivered, and aligned with the ethos of a Catholic Marist school.

In this capacity, the Football and Cricket Coordinator will:

- provide leadership that supports positive participation, high standards of conduct, and quality coaching;
- collaborate with colleagues, parents, and students to foster growth, teamwork, and sporting excellence;
- maintain constructive relationships with external organisations and clubs;
- uphold College policies, CESA guidelines, and risk management requirements; and
- contribute to the broader aims of the College through consultative, reflective, and student-centred leadership.

Key areas of work

Program Leadership

The Football and Cricket Coordinator will:

- plan, coordinate, and oversee the delivery of football and cricket programs at Champagnat Campus;
- provide a consistent presence at trainings, fixtures, and events to ensure the quality and integrity of the programs;
- oversee and approve team selection, fixtures, and coaching appointments; and
- support and attend College events linked to the football and cricket programs, including end-of-season functions.

Student Welfare and Behaviour

The Football and Cricket Coordinator will:

- monitor and support the wellbeing and conduct of students involved in football and cricket;

- enforce College expectations regarding attendance, punctuality, and uniform;
- follow up on student injuries, ensure appropriate reporting, and provide medical information to coaches and managers; and
- address student behaviour and disciplinary issues in line with College policy.

Collaboration and Relationships

The Football and Cricket Coordinator will:

- work closely with the Head of Champagnat Campus, Boys Sport Coordinator, and other College staff;
- liaise with Grounds, Maintenance, and Health and Physical Education staff to support program delivery;
- work with the Venue Coordinator to ensure Saturday sport programs run smoothly;
- develop and maintain positive relationships with parents, caregivers, and external clubs;
- induct, support, and oversee coaches, contractors, and volunteers involved in football and cricket; and
- convene meetings with football and cricket coaches to address program needs and issues.

Administration and Compliance

The Football and Cricket Coordinator will:

- ensure adherence to College policies, CESA guidelines, and risk management procedures for co-curricular sport;
- ensure compliance with the College's Curriculum Extension Activities (CEA) Policy, including following up on students who prioritise external club commitments over College representation;
- provide post-season reviews and other reports as required;
- provide updates for College publications (e.g., Hearts News, Yearbook) as required;
- maintain records of student participation, medical information, and coach documentation;
- carry out any other duties in line with classification as directed by the Principal.

Qualifications

Desirable qualifications

- Strong organisational and communication skills, with the capacity to work collaboratively with staff, students, parents, and external organisations.
- Experience in coaching or coordinating school-based football and/or cricket programs.
- Knowledge of child protection, risk management, and duty of care requirements in a school sporting context.
- Demonstrated ability to model and uphold the values of a Catholic Marist school.

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.

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 two years. Salary and conditions are in accordance with the South Australian Catholic Schools Enterprise Agreement (as amended from time to time). This position is afforded a time release of approximately 0.31FTE or approximately 405 minutes per week.

Reporting/working relationship

Immediately responsible to: Boys Sport Coordinator

Line management from: Head of 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.