



LA SALLE COLLEGE

ROLE DESCRIPTION

Sports Coordinator

ACCOUNTABLE TO:	Vice Principal
LEARNING AREA:	Health and Physical Education
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015
LEVEL / STEP:	Dependent on skills and experience with a responsibility allowance level 2
COMMENCEMENT:	1 January 2023
TENURE:	3-year, fixed term

LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

ROLE OUTLINE

The Sports Coordinator is primarily responsible for the successful management and coordination of the inter-school and co-curricular sporting programme at the College. Within the role, the Sports Coordinator supports the Catholic Identity of the College and works collaboratively with other staff and members of the school community to assist students in achieving enhanced learning outcomes, through:

- The provision of leadership, support and guidance to coaches and staff in the preparation of students for competition
- Liaison with external providers to coordinate College events and sports fixtures
- Upholding and working within the college's OHS policies and procedures
- Overseeing and maintaining budget requirements as set by the Principal

The Sports Coordinator will also have a teaching role and within the Health and Physical Education Learning Area. In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Actively leads prayer and works to promote the charism of Saint John Baptist de La Salle and the mission and life of the Catholic Church within the College
- 1.3 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.4 Ensures that curriculum programs, policies and procedures reflect social justice principles and practices Have completed or have made progress towards completing Accreditation to Teach in a Catholic School

2.0 TEACHING AND LEARNING

- 2.1 Catholic Education and support of the Catholic values are integrated into teaching and learning
- 2.2 Promotes encourages and fosters positive responses and behaviour of students
- 2.3 High standards are maintained with regard to the College's Uniform
- 2.4 Outlines expectations so that students are aware of acceptable behaviour
- 2.5 Applies appropriate disciplinary action for individuals whose attitude and/or behaviour is inappropriate and escalates to Year Coordinators as required
- 2.6 Lessons are well planned and presented to achieve programmed objectives and outcomes,
- 2.7 Informal and formal assessments are conducted according to established guidelines and constructive feedback is provided in a timely manner
- 2.8 Keeps abreast of and aligns teaching with Curriculum development in learning area
- 2.9 Homework is set in accordance with established school policies
- 2.10 Formal and informal reporting of student progress occurs

3.0 SPORTING PROGRAM

- 3.1 An annual calendar of sporting events, carnivals, competitions and training (inter-school, inter-house and co-curricular, during and after school hours) is developed, managed and effectively promoted to staff, students and the College community
- 3.2 Accurate team lists and attendance is maintained and communicated to staff
- 3.3 Qualified coaches with appropriate clearance are appointed to meet the requirements of the sporting programme
- 3.4 In conjunction with the Vice Principal, Staff participate in and support sporting events, carnivals, competitions and training as required
- 3.5 Student engagement in sporting activities is monitored, and strategies to increase engagement are implemented
- 3.6 Strong working relationships are developed and maintained with outside providers to assist with the effective organisation of sporting activities
- 3.7 The College's sporting facilities are maintained
- 3.8 Sporting equipment is appropriately sourced, allocated, stored, ordered and maintained

- 3.9 Annual planning occurs, is documented and progress is shared with the Principal as required including preparation of reports for the College Annual
- 3.10 Parental support group activities are coordinated where applicable
- 3.11 Appropriate IT support is utilised to enhance training and matchday experiences for both coaches and students
- 3.12 Promotional content including photos and videos are captured and provided to the Community Relations Department

4.0 MANAGEMENT WITHIN THE COLLEGE

- 4.1 Effective and proactive management and coordination of coaches, referees and associated staff within College sporting activities occur
- 4.2 Positive feedback is received from staff, coaches, students and members of the College community
- 4.3 Support resources are developed and provided to coaches and staff taking inter-school sporting teams
- 4.4 Sport-specific development and training plans are created in collaboration with coaches, implemented and managed
- 4.5 Leader of Learning- Health and Physical Education informed of any issues related to inter-school events.

5.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 5.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured effective communication and consultation
- 5.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 5.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just
- 5.4 Represents the College at ACC level on the Sports Management Committee.
- 5.5 Actively and constructively participates in Middle Leaders Seminar and other planning days and meetings.

SELECTION CRITERIA

The individual appointed to the position of Sports Coordinator must:

- Be an active member of the Catholic Church or be free from any impediment to full acceptance by the Church
- A minimum of 4 years of teaching qualification, which includes relevant educational qualifications for the advertised position
- Demonstrated experience in a leadership role that allows for the successful delivery of the Key Areas of Accountability listed
- Be committed and supportive of, working in an innovative learning environment
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment
- Hold and maintain a Working with Children Check and TRBWA registration
- Demonstrate a high level of organisational, interpersonal and communication skills
- Demonstrated capacity to work independently and in a team to have students prepared for various competitions
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School

DOCUMENT CONTROL

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