

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Junior School Sport Coordinator

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<b>Position Purpose</b>	In support of the Mission and Vision of NCC the role supports the Director of Sport in relation to the organisation and co-ordination of the Junior Sport Program.
<b>Qualifications</b>	<p>Current Queensland College of Teacher Registration.</p> <p>Qualifications in Sport and/or experience in the successful delivery of sport related activities within a school is desired, but not essential.</p> <p>High level of proficiency in use of TASS, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), Edval, ConnX, Canvas, Adobe Sign</p>
<b>Accountability</b>	Director of Sport and Head of Junior School
<b>Key Relationships</b>	Executive Principal, Director of Sport, Administration Assistant to Director of Sport, Head of Junior School, Deputy Head of Junior School, P-6 Curriculum Coordinators, Junior School Teaching Staff, College Administration staff, students and parents.
<b>Personal Requirements</b>	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> <li>• Have a personal faith and commitment to Jesus Christ</li> <li>• Demonstrate an ability to translate faith into practice</li> <li>• Proactively contribute to the delivery of the Mission of NCC</li> <li>• Demonstrate, establish and maintain appropriate professional boundaries with students.</li> <li>• Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct</li> <li>• Act with integrity, loyalty, honesty and accept authority</li> <li>• Act with tolerance and compassion</li> <li>• Demonstrate an ability to forgive and accept forgiveness</li> <li>• Demonstrate an acceptance of other people</li> <li>• Exhibit self-discipline</li> <li>• Demonstrate a willingness to learn and engage in professional development</li> <li>• Maintain confidentiality.</li> </ul>
<b>Professional Competencies</b>	<p>The following professional competencies are essential to this position:</p> <ul style="list-style-type: none"> <li>• Possess strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks</li> <li>• Ability to work effectively in a team and collaborate with colleagues from different departments</li> </ul>

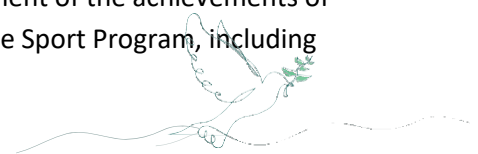
- Be efficient and accurate with data entry, record keeping and file management
- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to the organization
- In depth understanding of health and safety standards, safeguarding, risk management and compliance with relevant regulations and policies.
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work
- Maintain confidentiality and discretion
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004

## Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

### General Responsibilities

- Work with the Director of Sport on the strategic intention of developing sport participation, experiences and success for Junior School students
- Organise Junior School Sport program
- Weekly and monthly compilation of Junior results for Director of Sport and College Newsletter, databases and end of year College magazine reports
- Assist the Director of Sport with the organisation of the Junior Swimming, Cross Country, and Athletics Carnivals
- Assist the Director of Sport with the organisation of Interschool teams in Swimming, Cross Country and Athletics.
- Assist the Director of Sport with the organisation of the P-3 Junior Sports Day
- Assist the Director of Sport with the organisation and development of the Year 1 to 3 Sport program
- Regular promotion and acknowledgement of the achievements of Junior School students who excel in the Sport Program, including



assisting the Director of Sport with the organisation of Junior Sports Awards.

- Assist the Director of Sport with the organisation of the Junior School Fun Day
- Complete all administration requirements for Junior Sport programs (i.e. parent communication, Permission Forms, Coaches, nominations, payments, upkeep of equipment, liaising with other schools, etc.)
- Complete documentation, and follow up with correct process any injuries sustained during a Junior Sport program
- Manage Junior Sport photos
- Collate all data from student involvement in Sport both inside and outside of school. This data is used to determine Sportsman/woman, recipients of Pins, Medallions/Trophies and recognition
- Collate all required paperwork for trips off campus and submit to Director of Sport for approval
- Assist the Director of Sport in seeking additional competitions outside of SCISSA and help create proposals for the Director of Sport.
- Assist the Director of Sport in allocating staff including Junior Teachers and Coaches for all Junior Sport programs
- Support Coaches in their communication and mediation with students if necessary.
- Maintain effective communication with students, parents, staff and school administration staff.
- Play a key role in responding to parent and student issues by facilitating resolutions where appropriate in a professional, fair, timely and sensitive manner.
- Oversee and delegate tasks to Administration Assistant to Junior Sport Coordinator and assist with overseeing their role.
- Assisting with maintaining behaviour management plans and processes for all Junior Sport programs.
- Represent the Junior School at PE and Sport network meetings.
- Invite and encourage parent involvement in the Sport Program to assist in the coaching and managing of Sport Teams.
- Collaborate with the Head of Junior Learning Enrichment to appoint Teacher Aides for NCCD/LE students during PE lessons and Junior Sport programs
- Co-ordinate the hire of external sporting facilities for Junior School Sport.
- Track absentees from Junior School Sport Carnivals and follow up with parents/guardians
- Maintain a familiarity with the rule requirements for all relevant sports and in particular, with SCISSA rules
- Organise medical personnel when needed at school sporting fixtures
- Assist with the Junior Sport budget
- Take responsibility for upholding the College's sporting image including sports uniform and behaviour

- Undertake other activities as required by the Director of Sport or Head of Junior School
- Liaise and collaborate with Middle and Senior School Sport Coordinator
- Be available to assist at Middle and Senior Sport Carnivals and events
- Organize catering for Staff on special event days.

#### **Junior School Afterschool Sport Programs**

- Assist the Director of Sport in the running of Junior School Afterschool Sport Programs
- Assist the Director of Sport in appointing Teachers for each Afterschool Sport Program. Oversee and support these staff members during their programs.

#### **Junior School House Leaders/Captains Co-ordination**

- Appoint Teachers for each House Group and oversee their responsibilities.
- Organise the selection process and subsequent appointment of Student House Leaders in conjunction with the Head of Junior School.
- Provide leadership opportunities for the Student House Leaders (e.g. participation in Junior Carnival, speaking at Junior Sport Awards, running House competitions for Prep to Year 6 students, assisting with House token counting, providing leadership presentations for the other House leaders.

#### **Junior School PE Curriculum Co-ordination**

- Design and update the Physical Education curriculum for all Prep to Year 6 classes.
- Organise swimming lessons for all Prep to Year 6 classes.

#### **Perform other duties as required**

#### **Remuneration**

In accordance with levels set out in the NCC Enterprise Agreement

#### **Reference Documents**

NCC Child Protection Policy  
NCC Staff Code of Conduct  
NCC Enterprise Agreement  
NCC Staff Dress Code Policy  
NCC Workplace Health and Safety Policy

#### **Hours of Work**

As per Employment Contract