

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Sport Coordinator Middle and Senior Schools

Position Purpose

In support of the Mission and Vision of NCC, this role supports the Director of Sport in the organisation, coordination and ongoing development of the Middle and Senior Sport program, while contributing as part of the College's teaching staff. The role is significant in driving and supporting the success of sport across the Middle and Senior Schools by providing leadership in agreed sport initiatives, strengthening student participation, expanding sporting opportunities, supporting staff and coaches, maintaining effective communication, and contributing to the successful delivery of programs, carnivals and competitions.

Qualifications

Current Queensland Teacher Registration
A current First Aid Certificate.

Accountability

Formal qualifications in Sport are desirable, but not essential.

Director of Sport, Heads of Senior and Middle School and ultimately the Executive Principal.

Key Relationships

Executive Principal, Director of Sport, Administration Assistant to Director of Sport, Heads of Senior and Middle School, Middle and Senior Teaching Staff College Administration staff, students and parents.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality.

Professional Competencies

The following professional competencies are essential to this position:

- Demonstrate sound teaching practice and the ability to foster student engagement, participation, wellbeing and positive behaviour within sport, physical activity and school-based learning environments.
- Apply professional judgement and educational expertise when supporting students, staff and coaches in the planning, delivery and evaluation of Middle and Senior School Sport programs.
- Model effective communication, classroom and group management skills when



working with students in sport settings, carnivals, competitions and related College activities.

- Work collaboratively with teaching staff, coaches, school leaders and administration staff to support coordinated, student-centred sport programs.
- Demonstrate strong organisational and time management skills, including the ability to prioritise responsibilities, meet deadlines, anticipate issues and manage competing demands.
- Communicate clearly, professionally and appropriately with students, parents, staff and external sporting stakeholders.
- Maintain accurate records, documentation and data to support sport program planning, reporting, student safety and recognition processes.
- Demonstrate adaptability, initiative and composure when responding to changing priorities, student needs, operational requirements and sport program demands.
- Maintain current professional knowledge and skills relevant to teaching, student wellbeing, sport coordination and school-based compliance requirements.
- Understand and work within the scope of the role in relation to pastoral care, student safety, privacy, confidentiality and child protection obligations.

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

- Support the Director of Sport in developing and implementing strategic initiatives that enhance sport participation, student experience and sporting success across the Middle and Senior Schools.
- Coordinate the daily and weekly organisation of Middle and Senior School Sport programs.
- Compile weekly and monthly Middle and Senior School sport results for reporting purposes, including the College Newsletter, relevant databases and end-of-year College magazine reports.
- Support the organisation and delivery of Middle and Senior School Swimming, Cross Country and Athletics Carnivals.
- Assist the Director of Sport with the organisation of interschool teams for Swimming, Cross Country and Athletics.
- Assist the Director of Sport with the coordination of afterschool sport programs and District/Regional trial days.
- Assist with monitoring and administering the Middle and Senior Sport budget, as directed by the Director of Sport.
- Collate student sport participation and achievement data across school and external sporting activities to support recognition processes, including sports awards, pins, medallions, trophies and other acknowledgements.
- Assist the Director of Sport with the coordination of College representation in sporting competitions.
- Coordinate Middle and Senior Sport photography requirements in consultation with relevant staff.
- Assist the Director of Sport with the allocation and support of sport staff, including Middle and Senior teachers and external coaches.
- Support coaches with communication and student-related matters, including assisting with resolution processes where appropriate.
- Assist the Director of Sport with administrative requirements for Middle and Senior Sport programs, including parent communication, permission forms, coach liaison, nominations,

payments, equipment upkeep and liaison with other schools.

- Maintain clear, timely and professional communication with students, parents and staff.
- Coordinate administrative support tasks through the Director of Sport, in collaboration with the Administration Assistant.
- Attend Heads of Sport meetings on behalf of the Director of Sport, as required.
- Assist with the implementation and maintenance of behaviour management plans and processes for Middle and Senior Sport students.
- Assist the Director of Sport with the completion of risk assessments for venues used by students for sporting activities.
- Collate required documentation for off-campus Middle and Senior School sport activities and submit it to the Director of Sport for approval.
- Promote and acknowledge student achievement in sport, including assisting the Director of Sport with the organisation of Middle and Senior Sports Awards.
- Maintain familiarity with relevant sport rules and requirements, including SCISSA rules.
- Support the timely, fair and professional resolution of parent and student matters, escalating concerns as appropriate.
- Monitor student absences from Middle and Senior School Sport Carnivals and follow up with parents or guardians as required.
- Coordinate medical support for school sport events, as required.
- Complete and follow up required processes and documentation for injuries sustained by Middle and Senior School students during sporting activities.
- Support compliance with agreed coach and student codes of conduct throughout each sport season.
- Promote adherence to College expectations by coaches, staff, students and parents.
- Undertake other duties as reasonably required by the Director of Sport.
- Liaise and collaborate with the Junior School Sports Coordinator to support continuity across College sport programs.
- Assist with Junior Sport carnivals and events, as required.
- Coordinate staff catering for designated sport events and special event days, as required.

Middle and Senior School Sport Teams/Afterschool Sports

- Assist the Director of Sport with the appointment of staff members as Teachers in Charge for each focus sport.
- Support Teachers in Charge by facilitating nominations and required documentation, including permission forms, risk assessments, excursion requests, nominations and parent communication.
- Assist Teachers in Charge with sport programming and communication with parents and students.
- Assist the Director of Sport to identify and develop opportunities for additional competitions beyond SCISSA, including preparing proposals for consideration.
- Undertake other duties as reasonably required.

Remuneration In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents Student Safety and Wellbeing Policy
Staff Code of Conduct
Enterprise Agreement
Staff Dress Code Policy
Workplace Health and Safety Policy

Hours of Work As per Employment Contract