



Mary MacKillop College Kensington

Position Information Document

Position Title	Sport Coordinator
Tenure	Fixed Term Contract Grade 4 Commencing 20 January 2025 to 3 December 2025
Full time/Part time	Part Time, 25 hours per week, 40 weeks per year Days and hours by negotiation 15 minutes paid morning tea break 30 minutes unpaid lunch break if working more than 5 hours in a day
Responsible to	Principal Line Manager – Business Manager Functional Manager – Deputy Principal

College Mission

To educate girls to be compassionate, knowledgeable and confident to take their place in the world. To empower girls to make a difference and to be of service to others.

Vision Statement

To be distinguished by excellence in education, faith and leadership formation.

Support Staff

Support Staff fulfil a vital role in supporting the education program of the College. They are required to support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. Support Staff are required to comply with the Work Health & Safety policies and practices of the College. Support Staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. Support Staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses and other activities. Support Staff shall attend staff meetings and other meetings as required.

Role Description

The Sport Coordinator is responsible for the overall management, promotion and development of the College Co-curricular and House Sport Program for students in Years 7-12. There is a requirement that the Sport Coordinator be contactable as needed to support the Saturday Morning Sport program.

The Sport Coordinator will ensure students have access to sporting opportunities by providing a vibrant and dynamic program that is inclusive of all students and reflective of sporting trends and interests of students. They will promote and support student participation and achievement at College Swimming Carnival, Athletics Day, Knockout, Interschool and Saturday Morning Sport.

The Sport Coordinator facilitates communication regarding all aspects of sport between students, parents, coaches and staff and will set clear guidelines for coaches, players and spectators to follow that reflect the mission and values of the College.



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Duty Statement

- Promote sport at College Assemblies and in the school newsletter, website, Social Media and Sports Assembly.
- Build collegiality amongst Sports Captains to ensure the efficient operation of sport within the College and support them in facilitating interhouse sport tournaments.
- Ensure all sporting achievements and participation are recognised and celebrated
- Build community connections through Primary Partnership events such as Years 4/5 Netball Day and Netball Clinics.

College Events/Carnivals/External Competitions

- Ensure the successful planning and running of whole school sporting events including College Swimming Carnival and Athletics Day, including all related administrative tasks. (attendance is required)
- Administrative tasks and event management for annual Sports Assembly
- Organise trophies, prizes, gifts for the Learning Area events
- Coordinate and undertake administrative tasks for the Interstate Netball Team including:
 - Communication with students, parents and associated facilitators
 - Netball training and team management
 - Team selection
 - Travel to event
- Administrative tasks and attendance during school time for sporting carnivals such as
 - South Australian Catholic Secondary School Girl Sport Association Athletics Carnival
 - South Australian Catholic Secondary School Girl Sport Association Swimming Carnival
- Represent Mary MacKillop College at the South Australian Catholic School Girl Sports Association
- Assist with preparation and set up for Open Night (including possible attendance at the event)

College Sport

- Work in partnership with the Deputy Principal to:
 - Plan and host induction of all coaches annually
 - Liaise prior to and after sport meetings regarding relevant issues
- Manage and administer all aspects of Co-Curricular sport in the College:
 - Student participation
 - Practice and match schedules
 - Knockout and Intercol sport trials and team selection
 - Appointment of coaches and umpires
 - Book umpires for various sports
 - Organise Saturday Sport and any other duties required for the successful maintenance of the College's active Sports programme
 - Manage and keep records of training and match attendance
- Coordinate the Morning Swim Squad training program
- Set up (Friday) and pack up (Monday) for Saturday Sport (including score cards, court set up, photocopying of schedule etc)
- Collate and submit weekly results to SACSSGSA
- Prepare coaching bags and folders for summer and winter sport
- Monitor first aid kits and stock



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- Assist in organisation of Specialist Sport programs and any associated excursions
- Assist with running of interhouse sport and lunchtime activities with Sport Captains
- Follow up student permission forms for Saturday Sport, Knockout Sport, Carnivals and other sport excursions
- Liaise with other schools to help coordinate knockout games
- Attend knockout sport excursions as required

General Duties

- Maintain records of sporting achievements within the College
- Maintain positive working relationships with external sports providers
- Manage and keep records of uniform distribution/maintain current stock levels of uniforms
- Regularly check sporting equipment and facilities to adhere to WHS requirements
- Ensure PE store room complies with WHS requirements

Other

- Some additional hours of work may be required
- Perform any other duties as required by the Principal or delegate
- Take part in all Emergency Evacuation and Lock in Procedures and as requested perform duties as specified by the WHS Coordinator.





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Changes to Role Description and Duty Statement

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Professional Requirements

- Demonstrate an empathy and understanding of the Josephite tradition of the College
- Knowledge and experience in providing high level administrative support and sport coordination
- Outstanding organisational skills
- Outstanding and effective interpersonal and communication skills (both verbal and written)
- Display initiative, discretion, self-direction, and have the ability to work unsupervised on set tasks
- Complete set tasks accurately and on time
- Work within time constraints and manage deadlines efficiently
- Be flexible and adaptable in your approach to work practices and management strategies
- Develop effective, cooperative, and collaborative working relationships
- Be willing to support and work effectively with the Principal and College Leadership Team
- Be able to maintain confidentiality when dealing with sensitive student issues

Personal Requirements

- Demonstrate a passion and commitment to the mission and vision of Mary MacKillop College
- Be well presented with a professional, positive, warm and welcoming disposition
- Display empathy, enthusiasm, commitment and high level of motivation to contribute
- Demonstrate a respect for and acceptance of differences in students, parents and staff
- Able to maintain high level of confidentiality, credibility and honesty
- Flexible and able to adapt and operate effectively in a challenging and changing environment.
- Represent the College in a friendly and professional manner

Values

As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.

Child Protection

Mary MacKillop College assures the right of every member to a safe environment. Mary MacKillop College is committed to Child Protection and protective practices. It is the responsibility of the College employee to promote safe practices and Child Protection practices. Responding to Risk of Harm, Abuse & Neglect Education and Care training is a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.



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Work Health & Safety

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 & 28 WHS Act 2012

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety.
- participate in training programs 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.

Behavioural Expectations and Fair Treatment in the Workplace

- 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.
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Acquire and Maintain:

- SAVA Clearance to work in Catholic Education SA
- Working with Children Check (WWCC)
- Approved Responding to Risk of Harm, Abuse & Neglect Education and Care training
- First Aid training
- Comply with the Catholic Education South Australia COVID-19 Vaccination Policy and Procedures (as amended or replaced)

Performance Review

The employee must undertake performance review on an annual basis. At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

