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| Marian College Ararat |  |
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**Sport Coordinator**

| **Location : Marian College Ararat** |
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| **Classification : POR, 300 minutes** |
| **Reports to : Principal, Leadership Team** |

| **STATEMENT OF DUTIES** | |
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| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Head of Sport** | The Head of Sport is responsible to the Principal for the organization of sporting activities within the school and also inter-school sports carnivals. Such a responsibility demands of the Head of Sport an ability to arrange sports carnivals, organize students and staff members and inform parents of the events.    In practice this means:   * To work in consultation with the Head of Student Pathways and Organisation and School Innovation & Growth (SIG) & Learning Leader (LL) PEAT in developing an ongoing Health and Physical Education Curriculum for all students. * To place each student and teacher into a House team; Barron, Kelly, Clancy and Synnott especially the new Year 7 students and those students new to Marian College. * To organize captains to run each House (usually the captains would be Year 12 students) and to explain the role of a captain and staff expectations. * To arrange House meetings prior to each sports event. * To explain to staff their role on sports days i.e. duty may be time keeping, crowd control, recording results. * To write a report on each carnival for the Marian College Newsletter. Also inform parents and friends of the school about the sports carnivals – dates, times and venues. * After our own school sports carnivals, all 1st, 2nd and 3rd place getters need to be placed in events for the GSSSA carnivals. Letters need to be written and given to students representing the school so that parents can give permission for their students to :   · travel on a bus  · leave the school grounds for the day  · allow the teacher in charge permission to take medical action if necessary.  To take responsibility for:   * setting dates for the sports carnival (in conjunction with the Head of Student Pathways and Organisation); * booking venues; * arranging buses; * organizing equipment; * writing up programmes for carnivals; * organizing the availability of food and drinks on the day of the carnival, and asking for parental assistance.      * Attend GSSSA meetings as Marian College’s representative. * To encourage the students of the school to participate and enjoy the sports carnivals especially for their house. * Help organize/co-ordinate any other interschool sports competitions Marian College is involved in e.g. football, netball etc. |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |