

Marian College

Sports Coordinator



Position Description

POL	POR 8 lessons time release per fortnight
Position reports to	Principal
Collaborates with	Curriculum Leader: PE & Health, Business Manager, Daily Organiser

Position Overview

The Sports Coordinator is responsible for the organisation, management, and implementation of the school's sports program, including co-curricular activities, interschool competitions; and for promoting a positive sporting culture.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries through inclusive, joyful sporting experiences
- Support the College's values, policies and procedures through visible and relational leadership
- Model and nurture hospitality, courage, and compassion by inviting all students and staff into a vibrant culture of participation, wellbeing, and collective celebration.

Leadership and Vision

- Design and lead the annual whole-school sports program, partnering with key staff such as Curriculum Leader PE, Daily Organiser and House Leaders
- Engage staff proactively in preparing for events, aligning roles with care and clarity
- Represent Marian College at GSSSA and other external sport forums, advocating for student opportunity and school pride
- Collaborate with leadership and colleagues to evaluate sporting events and identify inclusive, future-focused improvements
- Keep pace with current best practice in school sport coordination, prioritising safety, accessibility and joy.
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

Pastoral Care

- Create sporting environments where all students feel safe, encouraged and valued
- Support restorative approaches in managing conflict or sport-related behavioural concerns
- Liaise with wellbeing and learning support teams regarding student needs, inclusion strategies and transitions into school life.

Staff Development and Leadership

- Coordinate staff roles for major sporting events and provide timely communication, documentation and support
- Encourage a shared responsibility for inclusive sport, building confidence and leadership across all year levels
- Model and foster efficient coordination practices using digital tools and collaborative planning
- Promote positive team dynamics and a spirit of shared achievement among staff contributing to sport and wellbeing.

Communication and Engagement

- Craft values-aligned messaging for newsletters, social media, assemblies and parent communications
 - Maintain clear, timely processes for parent consents, briefings, and student reminders
 - Engage families and the broader community in celebrating student involvement and College pride.
-

Specific tasks

- Organise and manage try outs for team events with support of coaches
 - With the support of other staff, complete set up and pack up for School Swimming and Athletics Carnival
 - Record relevant information using the Sports Trak system for School Swimming and Athletics Carnival
 - With the support of Admin staff and Support staff, take responsibility for the booking of venues, arrangement of transport, publication of programs, organisation of equipment and other resources for the day such as refreshments, communication equipment and First Aid
 - Complete Risk Assessments for sporting events that take into consideration staffing, activity, venue and travel arrangements.
-

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Sports Coordinator must:

- Adhere to Child Safety legislation and College requirements
 - Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
 - Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
 - Demonstrate duty of care to students in relation to their physical and mental wellbeing
 - Maintain confidentiality, discretion and professional boundaries in all matters.
-

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
 - Work safely and report any hazards in accordance with college procedures
 - Monitor and take full care of the health and safety of others
 - Participate when required in the resolution of safety issues.
-

Other duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.