



NAZARETH COLLEGE

ROLE DESCRIPTION

SPORTS AND ACADEMY COORDINATOR

POSITION REPORTS TO: Principal, Deputy Principals, Instructional Leader (Health and PE)	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 1 6 x 75 minutes periods per 10-day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: Annual Review Meeting Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: The Principal in the penultimate year of the contract

CONTEXT

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.' (Luke 2:40)

OVERVIEW OF ROLE

The Sports and Academy Coordinator will be a keen sports person who is genuinely interested in building the culture of participation and success at Nazareth College and will work strategically to achieve it.

The Sports and Academy Coordinator will work closely with the Deputy Principal, the Heads of House, Director of Learning Innovation, Instructional Leader (Health and PE) to ensure appropriate sporting pursuits are available for each student and that all students actively participate in the College Sporting Program.

Sport is recognised as contributing to the holistic development of the young person. It is a vehicle for increased student engagement at school and connectivity with the College Community. It is in this context that Sport is placed within both the learning and wellbeing portfolios.

The Sports and Academy Coordinator must actively support and promote the values inherent in a Catholic school and be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making.

The Sports and Academy Coordinator has the overall responsibility for the leadership and management of the sporting culture and sporting programs at Nazareth College. This includes

building a culture of pride in representing the College in sporting events through the SIS sporting competition and other interschool events.

The Sports and Academy Coordinator must have the capacity to develop an understanding, rapport and trust with young people recognising different stages of physical development and different talents. They must also be able to support colleagues in building positive relationships with students in their role as coach and mentor in Sport.

The Sports and Academy Coordinator will also be required to oversee the administration of the College's internal and external sports program and academy and lead staff and students involved to ensure a high quality program. The Sports and Academy Coordinator liaises on behalf of the College with external sporting associations, particularly SIS Victoria.

The Sport and Academy Coordinator will be responsible for the development of experiences that allow all students opportunities to achieve their full potential. The Sport and Academy Co-ordinator is responsible for the overall planning, management and implementation of the College's Interschool Sports Program and the College Sports Academy.

The Sport and Academy Co-ordinator will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with young people recognising different stages of development and different learning styles.

The Sport and Academy Co-ordinator is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. They will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

The successful candidate for this position will commence 27 January 2021. They have the option of nominating a two or three year period of appointment. For the nominated tenure, an ongoing teaching position is associated with this appointment.

RESPONSIBILITIES

The Sport and Academy Coordinator works in conjunction with the Instructional Leader (Health and Physical Education HPE), Director of Operations, Deputy Principals and Principal to:

SPORT PROMOTION

- Develop and review a strategic approach to building a culture of participation and success in the Nazareth College Sports and Academy Program;
- Maintain regular dialogue with relevant staff to ensure that the Sports and Academy Program is consistent with contemporary practices, College values and available resources;
- Oversee the recognition of student participation and individual and team success;
- Ensure that appropriate records of student Sport and Academy involvement are maintained;
- Encourage and manage the involvement of school and alumni as coaches and umpires in the Sports and academy program
- Work with Heads of House to increase student participation in whole school sporting events.
- Develop a strategic approach to building a culture of participation and success in the Nazareth College Sport and Academy Program;
- Build staff capacity in mentoring young people in sport;
- In collaboration with the Instructional Leader (HPE), continuously implement all sports safety and participation procedures, processes and regulations for the College;
- Evaluate events and make recommendations for future activities and the further development of Interschool Sport and the Academy at the College;
- To actively support and promote the College's co-curricular Sporting Program;

- To show an active and supportive interest in College events.

EXTERNAL SPORTS PROGRAMS

- Maintain the College's Interschool Sports Program through Southern Independent Schools (SIS) which maximise participation opportunities for students within programs that are developmental in terms of skill acquisition and the teaching of values consistent with the HPE curriculum and ethos of the College;
- Attend and participate in meetings pertaining to the SIS competition;
- Coordinate the College's involvement in all inter-school sports programs;
- Implement the SIS external competition policy, guidelines and programs;
- Oversee and support staff involved in the coaching and management of sporting teams;
- With the HPE Instructional Leader, align planning of the SIS Sports and Academy Program with the requirements of the Internal Sport Program;
- Coordinate training schedules for Sports Teams;
- Liaise with the Deputy Principal and Timetabler regarding staffing of SIS activities and timing of events and transport arrangements - being mindful of the impact these have on the College;
- Ensure that communication with parents/caregivers is conducted well in advance;
- Implement and monitor the SIS Student Agreement Forms;
- Implement processes for the appointment of Captains/Vice Captains for SIS teams;
- Ensure that student sporting achievements are acknowledged, according to SIS and College guidelines;
- In collaboration with the Deputy Principal arrange for coaches for SIS Sport;
- Ensure that there is an Induction process for Sport Coaches/Assistants clearly explaining all requirements regarding supervision of students, wellbeing, expectations regarding training sessions, SIS policy and procedures;
- Ensure officials and support staff comply with Nazareth College Child safety requirements;
- Liaise with the Deputy Principal relating to the listing of SIS events in the College Calendar;
- Investigate activities that address a variety of sporting, cultural, competitive, non-competitive interests – to meet the diverse needs of the students;
- Develop policies and procedures to ensure Nazareth College teams are competitive within the SIS competition;
- Ensure appropriately qualified umpires are available and inducted for each sport;
- Ensure that the appropriate risk management and safety processes and requirements are adhered to for all off campus sporting activities;
- Prepare students and staff for school and interschool events;
- Ensure team uniforms are available and appropriately maintained;
- Host inter school SIS teams;
- Coordinate travel arrangements for sports teams;
- Manage the allocation of scheduled training sessions and equipment for SIS training and assist staff in this;
- Ensure that First Aid requirements are met on all sporting excursions and activities;
- Ensure that OH&S requirements are met;
- Ensure that lists of students and staff involved in Sport and Academy are provided to student services in advance and on the morning of the competition/activity;
- To coach Nazareth College team/teams in the SIS competition.

INTERNAL SPORTS PROGRAMS

- Maintain the College's Sports and Academy Program;
- Support Heads of House in their roles in internal sporting activities;
- Support student leaders in their roles in internal sporting activities;
- Organise and administer the House Swimming, Cross Country and Athletics Carnivals;
- Build active and successful student participation in Sport across Years 7-12;
- Offer numerous sporting opportunities that cater for individual differences;
- Work closely with staff and student leaders to ensure there is a diversity of engaging opportunities;

- Liaise with various sporting organisations in the local area and when appropriate, encourage joint activities and/or shared use of facilities;
- Assume responsibility for documentation of Sport and Academy programs;
- Organise and conduct inter-house Sports Carnivals;
- Work collaboratively with relevant staff regarding students with diverse needs or who are identified as vulnerable;
- Organise appropriate sporting venues and officials for College sporting events;
- In conjunction with relevant staff, organise special clinics and lunchtime activities;
- Maintain the Sports Noticeboard to promote sport and provide current information;
- Organise professional development of staff, parents and students in relation to SIS Sport and the Academy program.

ACADEMY

- A clear vision for the ongoing development and maintenance of Nazareth's Sports Academy;
- Be the conduit for the relay of information between the Academy Program and the school community;
- Ensure all officials and support staff comply with Nazareth College Child safety requirements;
- Ensure that First Aid requirements are met on all Academy activities;
- Ensure that OH&S requirements are met;
- Ensure that the appropriate risk management and safety processes and requirements are adhered to for all Academy activities;
- Facilitating the design, development, implementation and evaluation of the Academy Program in accordance with the best practice requirements and guidelines to improve student outcomes;
- Collaborate with staff in the development and implementation of course documentation and materials;
- Oversee the promotion of the Academy Program in the wider community and the recruitment of students into the Program;
- Oversee the implementation of student management and well-being practices within the Academy Program;
- Network with Tertiary Institutions/Industry to enhance student engagement;
- Make recommendations about the nature of the Academy Program, following annual reviews and recommend changes/modifications if appropriate;
- Collaborate with instructional leaders to oversee curriculum mapping related to the Sport and Academy Program and all processes that address compliance requirements and guidelines provided by ACARA, VCAA and the CEM;
- With the Deputy Principals, Instructional Leader (HPE), design and implement the curriculum, competition and athlete development component of the Academy. This includes initiating and maintaining relationships with external sporting organisations and/or clubs linked with the Academy.

COMMUNICATION

- Highlight Sport and the Academy within the College by speaking at College events, Assemblies and through publications such as SIMON Notices, Newsletter, Yearbook etc;
- Maintain accurate records of student participation and success;
- Work with the College First Aid Officer to ensure staff and volunteers with responsibility for students understand the specific health needs of students in their care;
- Build accreditation opportunities for coaches for their particular sport;
- Oversee communication within the College regarding arrangements for Sport and Academy Programs;
- Oversee communications with other schools and facility providers;
- Provide timely information about the Sport and Academy Program to staff and students.

RESOURCE MANAGEMENT

- Work with the Business Manager to prepare, manage and oversee the annual budget for Sport and Academy Program;
- Monitor the level and quality of sports equipment and ensure that all equipment is maintained in accordance with appropriate safety standards;
- Support staff involved in sports coaching and develop their capacity to effectively carry out their roles;
- Liaise with the Business Manager regarding strategic procurement and master planning of sporting resources;
- Teach various classes across a number of different year levels;
- Supervise the work and development of AFL Trainees (if appropriate);
- Liaise with Maintenance Team to ensure sporting facilities on campus are fit for play.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy;
- Have knowledge of and advise students of the school's policies and procedures;
- Encourage student cooperation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour;
- Form working relationships with students which are positive, consistent and fair;
- Take responsibility for managing inappropriate student behaviour;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a learning environment where students feel safe and are encouraged to be fully engaged;
- Monitor student progress and liaise with relevant staff regarding individual needs;
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Protect the safety and wellbeing of each student;
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety;
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Wellbeing.

LEADERSHIP

- The Sport and Academy Coordinator is expected to implement decisions and procedures as directed by College Leadership which assist in the efficient organisation of the College;
- To provide effective leadership for the responsibilities of this role;
- To hold staff accountable for understanding and following College procedures and policies;
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic;
- Actively promote the growth and development of a caring and Gospel based ethos and spirit;
- Leaders are of one voice and supportive of each other in all initiatives and messaging to staff, students and parents;
- Foster an environment of professional trust, empowerment and learning;
- Provide effective leadership through outstanding relationships of support, accountability and excellence;
- As part of the College coaching and ARM process, facilitate a growth coaching conversation to develop appropriate goals;
- Participate in College requested PD to continue to build leadership capacity and growth;
- Support staff to use restorative and PBS processes and practices;
- Show an active and supportive interest in College events, particularly those in which students are involved;

- To strive towards fulfilling goals as described in the College Mission Statement and Strategic Plan.

PROFESSIONAL EXPECTATIONS

- Exercise discretion when handling confidential and sensitive information;
- Attend College functions, meetings and events as required;
- Adhere to College policies and procedures;
- Show collegiate support of all staff;
- Continue to meet the characteristics of a Lead Teacher as documented in the Australian Professional Standards for Teachers (AITSL);
- Ensure that the teaching is of the highest standard and caters for the needs of all students;
- Participate in professional learning and networks to broaden knowledge and improve practice;
- Take an active role in the Cocurricular programs;
- Interact positively and proactively with parents to build strong relationships;
- Communicate information of a serious nature to the Deputy Principal, or members of the Leadership Team;
- Ensure Nazareth College continues to build its reputation as a school of choice.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing;
- Be a suitable person to engage in child-connected work;
- Be experienced in working with children;
- A demonstrated understanding of child safety and protection;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA;
- A demonstrated understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring Nazareth College is a Child Safe School;
- In conjunction with the Child Safety Officers, implement the Child Safe Policy and Code of Conduct and any other policies or procedures relating to child safety;
- To ensure all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No Role Description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this Role Description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee;
- The position will, from time-to-time require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

QUALITIES

- The Sport and Academy Coordinator, by their dress, demeanour, respect for others, and support and involvement, will provide an example to staff and students;
- The Sport and Academy Coordinator must be prepared to develop a knowledge of the needs of the students in their care;
- Professionally competent in teaching, administration and pastoral care;

- The role of the Sport and Academy Coordinator, by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time;
- The Sport and Academy Coordinator must be knowledgeable of, and active in promoting Child Safety policies and protocols within the College;
- The role requires a commitment to lead restorative and PBS processes and practices in all interactions with staff, students and parents.

KEY PERFORMANCE INDICATORS

- A clear vision for the development of an interschool Sport and Academy Program;
- Be committed to the safety and protection of all students;
- A high degree of accountability and efficiency in carrying out the duties of the position;
- Competently carry out multi-tasking duties in immediate and longer-term situations;
- Actively promote the use of restorative and PBS practices and processes;
- Evidence of high levels of student participation in College sporting events;
- Incremental improvement in participation and results within the SIS competition;
- Evidence of diverse sporting opportunities catering for individual student differences;
- Evidence that students respond positively to the Sport and Academy Program.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process:

1. Support of the Vision and Mission statements of our learning and faith community;
2. A commitment to the Catholic ethos of the college and recognition of the role of all leaders;
3. Capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement and to embrace change;
4. The Sport and Academy Coordinator needs to be professionally competent in teaching, administration and pastoral care;
5. An ability to raise the profile of SIS Sport and Sports Academy in the College;
6. An ability to encourage all students to participate actively in sport on a range of levels;
7. A demonstrated capacity to think laterally and act strategically;
8. The ability to communicate effectively and positively, ensuring productive interchange and professional conversation with the school community;
9. Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets;
10. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders;
11. Commitment to the promotion of restorative and PBS practices and processes;
12. Sound understanding of Child Safe Standards and Mandatory Reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment;
13. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person;
14. Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks;
15. Commitment to ongoing personal and professional development and learning;
16. Demonstrable understanding of the AITSL Standards;
17. Registered Teacher in Victoria (or eligible for registration);
18. Accreditation to teach in a catholic school (or working towards);
19. Qualifications in the area of student well-being is desirable;
20. First Aid certificate – level 2 (or willingness to obtain);
21. Anaphylaxis Awareness training (or willingness to obtain);
22. Non-Government Schools Protecting Children Mandatory Reporting and other Obligations Certificate;

23. Have the ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principals Heads of House Pastoral Teachers Subject Teachers Students First Aid Officer Student Support Staff Instructional Leader - HPE Parents, Sports coaches, umpires Staff	Parents Primary Schools Feeder Parishes SIS administrators and schools, local councils/other providers of sporting facilities	SIS Meetings

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 1 6 x 75-minute periods per 10-day cycle
TENURE	Two- or Three-Year appointment (Successful candidate will choose) 2021 – 2022/2023
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Valid Working with Children Check

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name:

Signature: Date:

Authorised by Principal or Representative

Name:

Signature: Date: