



## Job Description

### Role Summary

- Position:** Head of Learning Area – Sport
- Responsible to:** Deputy Principal – Curriculum/ Director of Studies
- Job Purpose:** To ensure the standard of excellence in the extra-curricular sport and fitness programs by leading relevant staff in the processes of program development, delivery and evaluation.

Commented [JS1]: Should this be Deputy Principal, Curriculum?

### Responsibilities

#### Major Responsibilities

1. To ensure that the Mission and Values of the College are incorporated into the extra-curricular sport and fitness programs.
2. To establish, manage and monitor administration and operational systems that ensure effective daily operation.
3. To lead the implementation and growth of extra-curricular sport and fitness programs. Programs include but are not limited to: Swimming, Cross-Country, Athletics, WA School Sports, ACC Competitions including SAS, the College's Specialist Basketball program, Specialist Cricket program and Fitness Centre.
4. Establish and manage administrative and operational systems to ensure the effective operation of extra-curricular sport and fitness programs in accordance with the College, legislative and industrial policy and guidelines.
5. To lead the recruitment, selection, induction, ongoing mentoring, professional development and professional standards of all staff, coaches, managers, and HPE assistants.
6. Manage effectively and ethically all financial and physical resources in relation to extra-curricular sport and fitness programs.
7. Actively promote the College's fitness programs utilizing internal and external public relations resources.
8. Represent the College at association meetings. To ensure College representation at relevant professional events.
9. To meet regularly with other Heads of Learning Area for inter-disciplinary and integrated planning and reporting.

#### General Duties

1. Develop, maintain and promote a College Sporting Code of Ethics.
2. Develop, maintain and promote a process to recognise student participation in extra-curricular sport.
3. Respond to parent and student issues in a professional, fair, timely and sensitive manner.
4. Facilitate the development of extra-curricular sport programs that provide a wide variety of participation and development opportunities for students.
5. Lead the organisation and management of all Inter-House sporting events including collaboration with House coordinators.
6. Lead the College Specialist Basketball and Cricket programs:
  - a. Meet with the specialist program coordinator and coaches to develop a 5-year plan;

- b. Lead the annual selection process of student for the programs;
  - c. Establish practices to support the program coordinators.
- 7. Coordinate the use of the Fitness Centre out of school hours, including the supervisory team.
- 8. Coordinate the use of the Sports Centre, out of school hours, with the Auditorium manager.
- 9. Provide leadership, guidance and support to the planning of all approved sporting tours.
- 10. Conduct annual reviews of all extra-curricular sport and fitness programs.
- 11. Coordinate and arrange weekly and special sport fixtures.
- 12. Coordinate, approve and conduct appropriate risk management for all extra-curricular sport events.
- 13. Lead the Team selection process.
- 14. Ensure dissemination of information to students, coaches, parents and staff concerning matters of sport policy.
- 15. In consultation with the coaches/coordinators of school teams arrange for the booking of facilities, venues, buses and the provision of equipment, umpires and supervising staff for all such teams.
- 16. Allocate teaching staff to sport based extra-curricular activities.
- 17. Recruit and develop a pool of suitably qualified and experienced assistants, as necessary.
- 18. Appoint and organise coaches for events such as ACC Swimming, Cross-country and Athletics teams, as well as other school sports.
- 19. Ensure all staff, coaches and assistants complete and maintain induction and associated protective behaviours training
- 20. Contribute to the performance development process of staff.
- 21. Establish, monitor and maintain professional standards and development of coaches and assistants.
- 22. Monitor expected standards of coaching and officiating during school training sessions and competitions.
- 23. Ensure staff are well informed on policy and procedures in relation to the various school sports.
- 24. Ensure the payment of coaches and assistants as budgeted.
- 25. Establish and maintain the budget for all sport and fitness programs.
- 26. Administer the purchase, storage and distribution of equipment related to extra-curricular sport and fitness programs (e.g. uniforms, fitness equipment).
- 27. Report at both an informal and formal level to staff and parents on team progress.
- 28. Compile and publicise results and team placings for written and online publications.
- 29. Submit an annual report for the Yearbook.
- 30. Coordinate the Photo Day for all sporting teams and work with the College administration to promote the sporting excellence within the College.
- 31. Attend Associated and Catholic College meetings on behalf of the College.
- 32. If required, attend all ACC Sports Management Committee meetings.

## Selection Criteria

1. Demonstrated leadership of students and staff, modelling the values of Kennedy and its Christian mission.
2. Demonstrated ability to grow and develop others – professionally, personally and spiritually.
3. High-level communication, interpersonal and public relations skills which demonstrate the ability to develop and maintain effective working relationships to achieve a planned outcome
4. The ability to apply current professional knowledge to initiate innovative teaching and learning practices that build teacher efficacy and improve student outcomes
5. Exceptional educational leadership, administration, technology and time-management skills which effectively manage the performance of self, individuals and teams
6. Demonstrated ability to effectively and equitably manage staff, physical and financial resources to support teaching and learning

## How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.