



Position Description

Position Title	Sports Development and Performance Coordinator
Responsible To	Head of Sport
Responsible For	Year 7 to 12 Sports Development and Performance
Relationships	Students and Families, Staff, Head of Sport, Sporting Organisations
Classification	Level 6

Our Community

Padua College is an independent day school for boys from Years 5 to 12. The only school in Australia under the care of the Order of Friars Minor, we are a Catholic institution that is distinctively Franciscan.

Vision

We educate and inspire young men to live in the spirit of the Gospel following in the footsteps of St Francis of Assisi (1182-1226).

Mission

We provide a Catholic education that develops young men of wisdom, service and quiet strength.

Peace is a practical application of the Gospel where we demonstrate positive dialogue and engagement with others. Like St Francis, we are called to be instruments of peace and reconciliation in the world.

As a Franciscan school, the staff of Padua College are expected to base their behaviour upon the Gospel teaching of peace and good will to all.

Safety and Wellbeing of Students and Staff

We hold the safety and wellbeing of our students and staff as an unconditional commitment. Padua College respects and values the dignity, self-esteem and integrity of every staff member, child and young person, based on our Christian belief that every person is made in the image of God.

Position Statement

The employee in this position will be involved in self-directed development and will apply professional knowledge with substantial depth in some areas. A broad range of professional skills will be applied to this role and its functions, in both varied and highly specific contexts.

Competencies are used independently and are substantially non-routine with initiative being exercised in the application of professional practices.

This is a non-teaching role and requires good administrative, organisational and problem-solving skills, as well as the ability to work effectively as part of a team. An ability to coach co-curricular sport is a requirement of this role.

Supervision

Work is performed under broad guidance and is measured in terms of the achievement of stated objectives to agreed standards.

An employee in this position will show leadership and develop teams and responsibilities for required outcomes.



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Health and Safety

As a staff member in the College community, it is expected that compliance to Health and Safety Policies and legislation is adhered to:

- Ensuring the safety of self and others.
- Ensuring that all coaches and managers adhere to legislative and College regulations associated with Student Protection and hold suitable coaching accreditation.
- Ensuring that all playing surfaces and venues meet Health and Safety requirements and that adequate First Aid resources and staff are available for training and games.
- Participating in fire and lockdown drills each semester.
- Maintaining good ethics and professionalism that will earn respect of all College community members and work colleagues.
- Working harmoniously with other employees with due regard to their rights and employment conditions under the College's enterprise bargaining agreement and Fair Work legislation.
- Taking appropriate care to always represent the College in a professional manner.

Position Responsibilities

The Sports Development and Performance Coordinator assists the Head of Sport by developing, implementing and overseeing sports specific curriculums for students within the College's co-curricular sporting programs.

The role holder will liaise with the Head of Sports, Head of Athletic Development, and Sports Administration and coaches to review current practices and then develop and implement best practice in the areas of coaching and athletic development. The Sports Development and Performance Coordinator will:

- produce and maintain a program of high-level skill development in targeted sports.
- improve the quality of coaching and assist with the organisation of the College's Sports Program.

SPECIFIC DUTIES

- Provide opportunities for high level skill development in targeted sports.
- Promote the profile of sport within the College and maintain close working relationships with Sport Coordinators, Coaches, and the Head of Athletic Development and Sports Administration.
- Foster the boys' development of individual sport skills.
- Demonstrate a passion for sport.
- Promote an attitude of high expectation and recognition that hard work and practising the correct techniques will improve performance.
- Assist the Head of Sport with the organisation and administration of sport within the College.

TYPICAL TASKS

Typical tasks performed include, but are not limited to:

- Promoting the Sports Program to students.
- Coach students in targeted sports.
- Coach and mentor student athletes through their athletic development.
- Arrange suitable in-service courses for the College's sports coaches.
- Organise and assist coaches with the arrangements for pre-season clinics and other special coaching sessions.
- Provide support for new and inexperienced coaches, umpires and referees.



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- Increase the number of accredited coaches, umpires and referees involved in the College's Sports Programs.
- Organise and support opportunities for students to participate in sporting camps.
- Promote a high public profile at Associated Independent Colleges (AIC) sporting events.
- Implement a training audit to provide staff, parents and coaches with a clear expectation of training times and commitment.
- Manage risks associated with sporting activities including but not limited to risk assessments, injury reports and concussion protocols.
- Carry out other duties which may be agreed upon by the College Leadership Team and the Head of Sport.
- Manage and communicate District and Regional sporting nominations.
- Represent Padua at North District and Metropolitan North Sports meetings, trials and carnivals.

Knowledge, Qualifications and Experience

An appropriate level of professional qualification, both formal and informal and/or relevant experience, particularly in the areas of effective practice.

Professional activity through membership of professional associations and on-going professional development.

Minimum Requirements

- Minimum undergraduate degree in Sports Management or equivalent experience in the industry
- Level 2 or greater Coaching accreditation in at least one AIC sport
- Level 1 ASCA accreditation or Certificate IV in Fitness or equivalent experience to the position
- Must have a current Blue Card
- Qualify and maintain a recognised First-Aid certificate

Key Selection Criteria

- Foster the Catholic ethos and identity of the sporting program, integrating beliefs and values into all aspects of the sports community at Padua
- Demonstrated achievement in leadership, preferably in program leadership.
- Ability to implement and use creatively a range of associated activities with information technology
- Demonstrated understanding of sport and employing authority Policy and Procedure
- Demonstrated involvement and commitment to quality professional development
- Ability to develop processes to manage staff and resources effectively and collaboratively

Commitment

- Commitment to the ethos of Catholic Education
- Commitment to the Mission and the ethos of the Franciscans
- Commitment to professionalism and competence in behaviour and work
- Commitment to pastoral care of students

Skills and Competencies

- The ability to lead and inspire students and coaches
- The ability to manage teams, staff, coaches and parents
- The ability to prioritise and delegate where there may be multiple competing tasks

Personal Attributes



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- Demonstrated empathy with young persons
- Demonstrated ability to work in a team environment
- Presenting Padua College in a light which reflects the Franciscan ethos

Delegation During Absence

In the absence of the Sports Development and Performance Coordinator, the key responsibilities and authorities will be delegated by the Head of Sports.

I, _____ have read and understood the Sports Development and Performance Coordinator and agree to the responsibilities and authorities herein.

Signed: _____

Date: _____