



Role Description

Director of Sport and Co-Curricular P-12

All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The College is committed to the National Principles for Child Safe Organisations.

The Role

The Director of Sport and Co-Curricular P–12 is responsible for the development, implementation, promotion and evaluation of the College Sports Program and the extensive co-curricular programs. The sports program incorporates four key components; Saturday/midweek competitions, College sports clubs, representative sport and College sports carnivals. This position manages a team of people including the College sports, coaching, umpiring and convening staff. The Director of Sport and Co-Curricular P-12 works closely with the PDHPE staff on matters related to sports carnivals and co-curricular sport. A key role of this position is to ensure that the College is appropriately represented and fulfils its obligations to those sporting organisations with which it is affiliated. Ensuring appropriate risk management practices and procedures are developed and implemented is of the utmost importance in this role. This role also might include a teaching load determined by the College Principal.

Key Role Accountabilities

College Mission

- understand, support and promote the Catholic, Dominican Mission of the College
- articulate a clear understanding and personal commitment to the mission of the Catholic Church and the significant role of a Catholic school
- understand, promote and lead best practice in ensuring Santa Sabina is a child-safe school
- help to lead the strategic thinking and development of the College with particular emphasis on curriculum development and innovation
- articulate the College strategy confidently and positively and support its implementation at all times
- develop internal and external partnerships to enhance learning opportunities for all students



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Strategic Leadership

- lead the College community in achieving the strategic vision of the College Leadership Team (CLT) in regards to Co-curricular Sport
- develop and promote the consistency for P-12 of sporting policies and programs and in particular motivational strategies
- research, evaluate and promote Sporting opportunities available in the wider community
- promote the opportunities available within the College sports program
- provide advice to members of the College Leadership Team and wider College Community regarding Sport related matters
- promote sporting excellence across all campuses at the College
- review all College sport policies annually in conjunction with the Director of Strategic and Educational Operations
- ensure compliance with government legislation, College Policy and Association Guidelines
- liaise with the Director of People, Culture and Professional Learning to ensure appropriate recruitment processes are in place to the employment of coaches, umpires and convenors

Community Leadership

- exercise leadership in supporting the College at gatherings such as Community Liturgies, College Assemblies, College Co-Curricular activities, College community events and information sessions
- promote excellence in teaching and learning and pastoral care at all settings
- publicly address and communicate with staff, students, parents and other groups as appropriate
- keep abreast of key educational developments and in doing so, encourage professional dialogues and development amongst staff at the College
- work with staff to develop leadership capacity, acting as a mentor and support to those who work particularly in the sports department
- foster a culture of growth and feedback among staff members, recognising strengths and developing skills and areas for further development
- drive innovation across the College, recognising and encouraging staff who want to develop new ideas and pursue their passions
- ensure a safe working environment is maintained; overseeing WHS policies and training as appropriate to their area of responsibility
- lead and develop collaborative practices that support ongoing school improvement and a culture of excellence in all areas
- promote a culture of sports participation across the College community, including students, staff and parents
- create, develop and maintain positive relationships with staff, parents, students and ex students
- ensure effective communication with those who may be affected by Sporting events, activities or decisions
- participate in external associations and sporting networks
- engage and maintain links with relevant professional associations and organisations to enhance teaching and learning
- perform duties as directed by the College Principal or their delegate in relation to the College and the wider community
- display a spirit of hospitality and welcome to those who visit or contact the College

Sport and Co-curricular Leadership

- model the value of participation in sporting activities and articulating the positive outcomes of sporting programs
- encourage and lead students to be advocates for the College sports program
- oversee the development, implementation and evaluation of the P-12 Sports program
- liaise with College Sports Staff to ensure equity of staffing and allocation of resources across Sports and the College.
- ensure the College Sport programs and policies are consistent across all campuses across P–12, giving consideration to the specific needs of each age group and each campus
- promote student participation in sport and physical activity
- keep abreast of sporting trends to assist in the evaluation of the College sports programs
- develop and manage the processes for the recognition of student achievement in Sport
- manage student participation records
- provide opportunities for all sport coaches, umpires and convenors to develop an understanding of the College Mission and systems and practices of the College
- provide advice and support to sports staff, coaches, umpires and convenors involved with students in the sports program
- supervise the performance of sports staff
- supervise the performance of coaches, umpires and convenors
- collaborate with the Head of Department PDHPE (across campuses) and PDHPE staff, regarding matters of mutual interest
- liaise with the Pastoral Care Team and Heads of House as the needs arise to maintain support for the pastoral care of students
- manage and disseminate relevant information regarding the Sports Programs at the College
- manage the College Sport budget and allocate resources appropriately
- ensure in consultation with the Property Department and Head of Department PDHPE that the sporting facilities are well maintained and prepared for sporting activities and events
- ensure that sports resources are appropriately maintained and replaced when required
- ensure students are appropriately attired for sporting activities
- liaise with the College Principal and the Director of Strategic and Educational Operations to ensure that there is appropriate staffing for P–12 sporting activities
- promote P-12 perspective in regard to sporting events and activities
- promote sporting opportunities to students that are offered by external organisations
- implement a systematic approach for staff input into the different co-curricular programs offered at the College
- promote our wide range of co-curricular programs, in partnership with other key staff members, that stretch our students to achieve their personal best
- develop, implement and evaluate programs which foster student leadership
- provide opportunities for formation and training for student leaders and those who are interested in leadership
- attend and deliver professional development
- contribute to processes that encourage communication, consultation and teamwork within the College Community.

General accountabilities for all staff

- demonstrate duty of care to students in relation to their physical and mental wellbeing
- be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- adhere to the College's professional dress code for staff

- attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- demonstrate professional and collegial relationships with colleagues
- commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth reviews.
- be familiar with and comply with all College policies and procedures.

Qualifications, knowledge, skills and experience

- current NESA registration or eligibility for registration
- professional presentation and manner
- excellent written and interpersonal communication skills
- strong administrative and organisational skills
- teaching qualifications are preferred but not essential
- appropriate post-graduate qualifications are desirable
- current Working with Children Check (WWCC)
- comply with NSW Department of Health Screening and Immunisation and Santa Sabina College Policy

The College reserves the right to alter roles and responsibilities at any point in time.