

Position Description

Position Title	Girls Sport Coordinator (Years 7-12)
Department	Sports
Position Type	Academic
Reports to	Assistant Director of Sport
Key stakeholder(s)	Cocurricular Leaders
Primary Purpose of Role	<p>The position of Girls Sport Coordinator manages the day-to-day operations of the Girls Sport Years 7-12 Cocurricular program. In this position, you will work within a collaborative team of co-curricular leaders to support and assist with the daily management of the sports co-curricular program at St Peters Lutheran College.</p> <p>This is an exciting role for a person with educational qualifications and experience in sport management and coordination that wants to contribute to the success of St Peters Lutheran College.</p> <p>The role of the Girls Sport Coordinator is primarily a role of managing others i.e. assisting, advising, supporting and problem solving. While this role also includes areas requiring direct oversight and decisive decision making, the overall focus remains on a process of team decision making.</p> <p>There is also a teaching load required for this position.</p> <p>The primary purpose of all staff members is to actively support and assist in the delivery of the Mission of St Peters Lutheran College ‘Excellence in Christian Coeducation’ so that fine young St Peters people are formed. For the teacher this is achieved by –</p> <ol style="list-style-type: none"> 1. Planning and delivering a high-quality teaching and learning program that enables students to realize their learning potential and empower them to become life-long learners; and 2. Delivering the College’s Pastoral Care, Well-being Programs and Life-wide Learning programs so that students’ feel known, cared for and develop holistically into fine young people.
Main Objectives	<p>Responsibilities</p> <ol style="list-style-type: none"> 1. Manage the day-to-day operations of the Girls Sport Years 7-12 Cocurricular program. 2. Co-ordination of Girls Sport Year 7-12 staff – Coordinators and Coaches. 3. Administration of Girls Sport Years 7-12. 4. Represent Girls Sport Years 7-12 on behalf of the College. 5. Teach Classes Allocated by Appropriate Curriculum Leader. 6. Other responsibilities as negotiated by Assistant Director of Sport

1. Manage the day-to-day operations of the Girls Sport Years 7-12 Cocurricular Program.

- Liaise with the Assistant Director of Sport and Director of Sport and assist in the formulation and implementation of sports policies and procedures.
- In consultation with the Assistant Director of Sport, review and evaluate the Girls Sport Years 7-12 program including seasonal review of each sport (QGSSSA, BSRA, BWPI).
- Consult regularly with the coordinators of each sport regarding the management of the sporting seasons.
- Assist Assistant Director of Sport with the implementation of personal development, leadership programs and activities for Sports Captains, Spirit Captains and Sports Prefects for Girls Sport Years 7-12, in conjunction with the Head of Senior School.
- Liaise with coordinators to ensure the sporting facilities for Girls Sport Years 7-12 are safe and the playing facilities are available and prepared for sport.
- Liaise and work closely with parent support groups of sports for girls Years 7-12, including all QGSSSA sports, Rowing and Water Polo.
- Maintain records for all co-curricular sports results for Girls Sport Years 7-12.
- Be responsible for the organisation and presentation of information sessions and handbooks relating to Girls Sport, in conjunction with the Assistant Director of Sport.

2. Co-ordination of Girls Sport Year 7-12 Staff

- Assist with the appointment and review of staff involved in Girls Sport Years 7-12 co-curricular program, including the development of position descriptions for coordinators and coaches, as directed by Assistant Director of Sport.
- Conduct meetings with coaches, coordinators and parent support groups as necessary for Girls Sport Years 7-12.

3. Administration of Girls Sport Years 7-12

- Coordinate the Inter-house Sports Carnivals by distributing information to House Patrons and staff for Track and Field, Swimming and Cross Country.
- To represent Girls Sport Years 7-12 by attending Parent Support Group Meetings; QGSSSA fixtures and meetings; competitions outside QGSSSA e.g. Regionals; Met West School Sport; All Schools; Schools Cup; College Award Presentation Ceremonies; and Chapel when necessary.
- Ensure relevant student records and an effective and efficient reporting and recording system for female students Year 7-12.
- Ensure that all QGSSSA by laws are kept up to date and all information pertaining to sports meetings (including minutes and agendas) are correctly maintained and prepared.

	<ul style="list-style-type: none"> ○ Communicate with the Sport Coordinators any changes to bylaws, rules and other related matters that may affect Girls Sport Years 7-12. ○ Liaise with the Sports Coordinators to collate related information on weekly sports fixtures including game times, contact details for coordinators and transport information to submit for the College newsletter. ○ Liaise with the Sports Administration Assistant in the booking of buses and sports medicine for sporting fixtures. ○ Liaise with the Coordinators of each Sport to secure referees and umpires when required. <p>4. Represent Girls Sport Years 7-12 on behalf of the College.</p> <ul style="list-style-type: none"> ○ Maintain regular communication and publicity with the College community involving Girls Sport Years 7-12 and to liaise with other related departments of the College, such as sports assemblies and weekly written publications (newsletter). ○ Represent Girls Sport Years 7-12 by attending Parent Support Group meetings, QGSSSA fixtures and relevant competitions outside the QGSSSA. ○ Represent the College at QGSSSA and other affiliated meetings or as directed by the Assistant Director of Sport. ○ Participate in College Co-curricular meetings and other groups to represent the interests of Girls Sport Years 7-12. <p>5. Teach Classes Allocated by Appropriate Curriculum Leader</p> <ul style="list-style-type: none"> ○ Prepare and deliver lessons on a weekly basis ○ Be a part facility and planning meetings for content area ○ Report accordingly on student performance each term <p>6. Other Responsibilities</p> <ul style="list-style-type: none"> ○ Be seen by staff, students and parents as a leader within the College, through high visual presence and extensive communication. ○ Set a good example of Christian living in the College and model the Christian faith to others. ○ Other tasks as requested by the Deputy Head of College or Assistant Director of Sport. ○ Be prepared to work outside normal hours on special projects or tasks.
<p>Selection Criteria:</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>SC1 - Experience and qualifications</p> <ul style="list-style-type: none"> ● Must hold a teaching qualification that is appropriate for registration in Queensland. ● Experience in a leadership role.

	<ul style="list-style-type: none"> • Experience in working within co-curricular education, in particular dealing with administrative issues. • A working knowledge and understanding of the Lutheran Education Queensland / Lutheran Education Australia (LEQ/LEA) system and the associated documents, policies and philosophies is preferred. <p>SC2 - Demonstrated ability to initiate, organise and prioritises administration tasks.</p> <ul style="list-style-type: none"> • Be able to meet tight deadlines within a pressured environment and think analytically to solve complex problems. • Have a high degree of computer literacy or be willing to undertake training in computer literacy. • Have a high degree of administrative competence and be vitally concerned about the needs of students. <p>SC3 - Demonstrated ability to communicate</p> <ul style="list-style-type: none"> • Be able to demonstrate effective written and verbal communication skills. • Be able to communicate sensitively and confidentially with staff, parents and students. • Be able to facilitate, develop and maintain working relationships with other members of staff within the College. • Be able to demonstrate skill in working collaboratively with a range of needs and interests towards agreed outcomes. <p>SC4 - Demonstrates personal integrity</p> <ul style="list-style-type: none"> • Be prepared to undertake additional professional development. • Be able to model exemplary standards of personal integrity.
Terms and Conditions	<p>Classification – Schedule 2 Teacher Classification + Curriculum Leader 5 Allowance</p> <p>Tenure – Maximum term contract, full time</p> <p>Working Arrangement – 4 lines of release + no supervision allocation</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
Location	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPILLY QLD 4068</p> <p>All employees be required to travel to different locations to fulfil the requirements of their position.</p>

Professional Behaviours	<ul style="list-style-type: none"> • Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St
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	<p>Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <ul style="list-style-type: none"> ● Uphold Code of Conduct and Valuing Safe Communities standards ● Actively and effectively participate in reasonable directions provided
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health and Safety	<ul style="list-style-type: none"> ● All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions ● Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members
Policies and Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i>, and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Current Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au

Feb2025