

POSITION DESCRIPTION

Sport Manager



The Sports Manager is responsible to the Principal through the DP Staff and the Director of Operations and has a key role to play in the College in maximising opportunities for students to participate in Sport.

The Sport Manager provides strategic and inspirational leadership for all College sporting programs. They are a transformational and passionate leader who fosters excellence, inclusion, and student growth through sport. The Sport Manager oversees the planning, management, and delivery of the College's interschool Sport Program and Sports Academy, continuously enhancing the range and quality of opportunities for students to achieve their full potential.

For the purposes of this position description, the term "College" refers to both campuses — St Clare (Greenvale) and St Catherine (Mickleham).

LEADERSHIP FRAMEWORK

Leaders at Kolbe Catholic College work within a transformational framework:

- Supporting and promoting the Catholic ethos of the College
- Publicly supporting the Leadership of the College
- Building trust, acting with integrity, coaching people, inspiring others, encouraging innovative thinking

And within the guiding conceptions of the Leadership In Catholic Schools Framework: Leadership Action - in the following five key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program (or otherwise), leaders at Kolbe Catholic College establish annual goals in both their area of leadership and in their professional practice.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays 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:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.

- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

LOCATION

The primary place of work is St Clare campus with duties extends to St Catherine or any other campus operated by Kolbe Catholic College.

RESPONSIBILITIES:

Strategic Leadership and Program Development

- Lead and manage all aspects of the College's involvement in SACCSS maximising opportunities for student participation, skill development, and sportspersonship.
- Develop and implement a strategic vision for Sport at the College, expanding opportunities for students to engage in diverse and high-quality sporting activities.
- Foster a culture of excellence, teamwork, and inclusion through a climate of respect, achievement, and wellbeing both on and off the field.
- Represent the College at SACCSS meetings, competitions, and other key sporting events, promoting the College's standing in the broader sporting community.

Sporting Academy and Talent Development

- Lead the College's Sporting Academy, including student and coaches selection and program development, to provide pathways for students to achieve elite-level performance.
- Work collaboratively with the Director of Marketing and Enrolment to expand the scope and reach of the Sporting Academy by developing partnerships with external sporting bodies and professional organisations.

Operational Management

- Oversee training schedules, logistics, and coordination for all College sporting teams and programs.
- Work collaboratively with the Directors of Students to manage team selections, ensuring academic priorities and College representation standards are upheld.
- Liaise with the Director of Operations regarding scheduling, staffing, and transport logistics for all SACCSS and sporting events, ensuring accurate publication in the College Calendar.
- Manage all administrative processes related to student participation in sporting activities, including consent forms, attendance, and compliance requirements.

Staff Leadership and Development

- Lead, mentor, and support sport coaches and staff, including annual inductions outlining expectations around supervision, wellbeing, policies and procedures.

- Provide constructive feedback to staff and coaches to enhance performance and liaise with the Deputy Principal (Staff) where performance concerns arise.
- Participate in the recruitment, selection, and onboarding of new sport coaches and relevant support staff.

Event and Program Management

- Lead the planning, organisation, and delivery of major sporting events, including House Carnivals and interschool competitions, ensuring alignment with College goals and operational requirements. Collaborate with the Head Coach to integrate the Liverpool Academy programs into the College's overall sport offerings.
- Coordinate lunchtime and recreational sporting activities to enhance student engagement and wellbeing.
- Collaborate in planning and delivering extra-curricular and community events related to sport and health, such as Footy Day and community fitness initiatives.

Promotion and Community Engagement

- Work collaboratively with the Director of Marketing and Enrolment to promote sport within the college through assemblies, newsletters, publications, and digital platforms, celebrating student and team achievements.
- Strengthen the visibility and reputation of the College's sport program through community partnerships and external communications.

Leadership in Safety, Policy, and Compliance

- Work collaboratively with the Learning Leader (Health and Physical Education) to ensure compliance with all sports safety, participation, and risk management procedures.
- Maintain accurate records, risk assessments, and compliance documentation for all College sporting activities.

Student Development and Leadership

- Work collaboratively with the Learning Leader (Health and Physical Education) in the implementation of the student leadership processes, including the selection and mentoring of Sport Captains.
- Work collaboratively with the Learning Leader (Health and Physical Education) in sporting student recognition through the coordination of Sports Awards and related ceremonies.
- Contribute to transition and engagement programs, including Discovery Days and other College-wide student events.

OTHER DUTIES

- Other duties as required or negotiated with the Principal, Deputy Principals or Director of School Operations.

- Attend Leadership Team, non-teaching staff, whole staff and School Advisory Council meetings as required.
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and the developing nature of the College
- Support and comply with the implementation of Kolbe's Child Safety and Wellbeing Policy, Code of Conduct and other college policies and procedures relating to child safety.

POSITION CLASSIFICATION

Education Support Employee:

- Position: Sport Manager
- Level: ESE 5
- Remuneration: As per CEMEA 2022
- Tenure: 2 Years Fixed term– Full time

Teaching Staff

- POL and time allowance to be negotiated with the successful applicant

KEY SELECTION CRITERIA

- Demonstrated completion of relevant qualifications, certifications, or training aligned with the role's requirements.
- Proven ability to perform key responsibilities outlined in the position description
Proved ability in providing classroom support, technical support
- Proven ability in performing administrative work with strong organisation skills.
- Demonstrated commitment to child safety and the ability to uphold professional boundaries in accordance with Child Safe Standards.
- Highly developed interpersonal and written/verbal communication skills, with the ability to engage effectively with students, staff, and families.
- Ability to work effectively as part of a team while also demonstrating initiative and accountability when working independently.
- Strong organisational skills with the ability to prioritise tasks, meet deadlines, and adapt to changing demands.
- Demonstrated ability to identify challenges, apply practical solutions, and exercise sound judgment in decision-making.
- Competence in using relevant digital tools, systems, and equipment required to fulfil the duties of the role.
- Possession of a current Working With Children Check (WWCC), National Police Check, and valid First Aid Certificate (Level 2), or willingness to obtain prior to commencement.

- Commitment to upholding the mission, vision, and values of the organisation, and contributing positively to a safe, inclusive, and respectful workplace culture.