



POSITION DESCRIPTION

PHYSICAL AND CULTURAL ENGAGEMENT (PACE): COORDINATOR (PROGRAMS AND ADMINISTRATION)

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to innovative pedagogy with strong learning outcomes across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

The Physical and Cultural Engagement (PACE) portfolio encompasses the College's co-curricular program. PACE includes sport, recreational activities, cultural opportunities, student leadership, enrichment programs, and other experiences that support the holistic development of students.

Throughout this Position Description, PACE is used as the College's term for its co-curricular program, reflecting the College's commitment to providing meaningful opportunities for students beyond the classroom.

The PACE Coordinator (Programs and Administration) provides administrative leadership and coordination across the College's Physical and Cultural Engagement (PACE) portfolio. The role is responsible for coordinating the College's Club Sports Program, supporting the administration of the Duke of Edinburgh's Award, coordinating Representative Chess, assisting with student injury management processes, and providing administrative support for PACE events, activities and programs.

Working collaboratively with students, staff, parents, coaches, and external providers, the position contributes to the successful delivery of safe, engaging and well-organised opportunities that reflect the mission and values of Rosebank College.

In addition to supporting the PACE portfolio, the role contributes to the College's broader operational and supervisory requirements by participating in student supervision, timetable allocation, and duty

responsibilities as required. This may include supervision, coverage, playground supervision, recess and lunch duties, bus duty, supervision, and other student supervision responsibilities that support the safe and effective operation of the College.

The PACE Coordinator (Programs and Administration) is responsible to the Principal through the Dean of Physical and Cultural Engagement (PACE).

The role provides administrative support across the PACE Department and coordinates a range of co-curricular programs and activities. The position is responsible for a broad portfolio spanning the PACE Department.

Given the dynamic nature of the College's co-curricular program, the role is expected to be responsive, flexible, and adaptable in supporting the evolving priorities and administrative requirements of the PACE portfolio. The PACE Coordinator (Programs and Administration) will provide administrative, organisational and logistical support across the Department as directed by the Dean of Physical and Cultural Engagement to ensure the effective delivery of College programs, events, and strategic priorities.

Specific responsibilities will be determined by the Dean of Physical and Cultural Engagement and reviewed annually to ensure alignment with the evolving needs of the College.

The role works closely with the Dean of Physical and Cultural Engagement, PACE Coordinators (Representative Boys and Girls), PACE Coordinator (Operations), sports coaches, students, parents, and external organisations. It is integral to ensuring the safe, professional, and efficient delivery of PACE programs and activities.

Role Responsibilities

The specific responsibilities of the PACE Coordinator (Programs and Administration) include, but are not limited to:

Contributing to the Implementation of the College's Vision and Mission by

- Supporting perspectives consistent with the College's Catholic ethos and Strategic Plan.
- Participating in and supporting the broader life of the College through involvement in carnivals, gala days, community events, and College celebrations.
- Contributing positively to the mission and values of Good Samaritan Education.

Providing Spiritual and Religious Leadership by

- Providing a service consistent with the College Mission, Vision and Good Samaritan ethos.
- Upholding the Benedictine value of service to others.
- Participating in the liturgical life of the College.
- Ensuring PACE programs promote the dignity, inclusion and self-esteem of every student.
- Supporting staff, coaches and external providers to uphold the Catholic ethos of the College in all interactions with students and staff.
- Ensuring all written and verbal communication is professional, accurate and reflective of Good Samaritan Benedictine values.

Coordinating PACE Activities by leading the following:

Club Sport

- Coordinate the delivery and administration of all Club Sports activities (excluding Netball).
- Manage all Club Sport administration, including, but not limited to:
 - TASS management;
 - Student registrations;
 - Trials and gradings;
 - Coach recruitment and allocation;
 - Communication with students and parents;
 - Attendance records;
 - Results and awards administration.
- Liaison with external sporting organisations and providers.
- Prepare and review associated information notes, risk assessments, and event documentation.
- Attend training and competition activities as required.
- Recruit, induct, mentor, support, and review coaches to ensure alignment with College expectations and child safeguarding requirements.

Duke of Edinburgh's Award

- Promote the Bronze Duke of Edinburgh's Award to students and parents.
- Assist students in completing Bronze, Silver and Gold Awards.
- Support parents and students with administrative requirements and provide progress updates as required.
- Liaise with internal and external stakeholders to identify suitable activities and assessors.
- Coordinate compliance processes relating to assessors, including Working With Children Check requirements.
- Maintain accurate records of completed activity hours and participant progress.
- Meet with students to provide guidance and support.
- Respond to parent, student and assessor enquiries.
- Approve activities and assessors in accordance with Award requirements.
- Liaise with the NSW Duke of Edinburgh Award Office regarding registrations, completions and approvals.
- Attend Duke of Edinburgh meetings as required.
- Coordinate arrangements for Adventurous Journey requirements in consultation with internal and external providers.
- Liaise with relevant College program leaders regarding voluntary service requirements.
- Coordinate the presentation of certificates and badges for successful participants.

Representative Chess

- Coordinate the administration and delivery of the Representative Chess, ensuring the effective operation of programs, competitions and student participation opportunities.
- Coordinate student registrations, attendance records and communications relating to Representative Chess activities and competitions.
- Liaise with staff, students, parents and external providers regarding Representative Chess programs and events.
- Support the promotion of Representative Chess opportunities to students and families.
- Assist with supervision arrangements and the smooth operation of Representative Chess sessions and activities.
- Work collaboratively with the Dean of Physical and Cultural Engagement and relevant staff to support the ongoing development of the Representative Chess Program.

Student Injury Management

- Review and collate PACE-related student injury and incident reports.
- Complete and maintain associated compliance documentation.
- Liaise with students, families, and staff regarding injury management requirements.
- Maintain awareness of current injury management protocols, including concussion guidelines.
- Coordinate the administrative management of concussion-related matters in accordance with College policy, medical advice, and relevant sporting body guidelines.
- Liaise with students, families, staff, and medical practitioners regarding return-to-school and return-to-sport requirements.
- Communicate return-to-sport clearances to relevant staff and coaches.

Carnivals, Assemblies, and Awards

- Assist with the planning and implementation of College carnivals and associated assemblies.
- Prepare medals, certificates, and awards for distribution.
- Assist with the planning and implementation of PACE Awards Ceremonies and recognition events.

PACE Administration and Coordination

- Attend weekly briefings with the Dean of Physical and Cultural Engagement.
- Support the administrative requirements of Thursday PACE activities, including TASS management, Information Notes, Risk Assessments, and Event Forms.
- Use College payroll systems and assist with timesheet processing and approvals as required.
- Collaborate with the Facilities Team and external providers to ensure venues and facilities are booked, prepared, and available.
- Assist with the recruitment, interviewing, and reference-checking processes for prospective PACE staff members.
- Manage and maintain PACE storerooms and associated equipment.
- Coordinate the ordering, distribution, inventory management, and periodic stocktaking of PACE staff uniforms and student representative sport uniforms, including maintaining accurate records, managing allocations and returns, and ensuring students and staff are appropriately outfitted for College competitions, events, and representative activities.
- Maintain accurate records and documentation relating to PACE programs and activities.
- Support the Dean of Physical and Cultural Engagement with the administration and coordination of PACE events and activities, including monitoring registrations, following up parent permissions and consent requirements, tracking student attendance and participation, and communicating with students, parents, and staff as required.
- Support the planning, coordination, and delivery of PACE team initiatives and College community events as directed by the Dean of Physical and Cultural Engagement. This may include sporting events, student engagement activities, staff versus student initiatives, fundraising events, community-building activities, promotional opportunities, and other projects that support the strategic priorities of the PACE portfolio and the broader College community.
- Demonstrate flexibility and adaptability in supporting the administrative, organisational and logistical requirements of the PACE Department, undertaking duties, projects, and initiatives across the portfolio as directed by the Dean of Physical and Cultural Engagement to support the effective delivery of College programs and priorities.
- Undertake other administrative and departmental support tasks as directed by the Dean of Physical and Cultural Engagement.

Supporting College Supervision, Student Wellbeing, and Learning Continuity by

- Supporting the effective operation of the College timetable through participation in allocated student supervision and duty responsibilities (as required).
- Undertaking supervision duties as directed, including before-school, recess, lunch, after-school and bus duties.
- Providing supervision of students during teacher absences, professional learning activities, excursions, activities, assessment tasks, assemblies and other College activities as required.
- Maintaining appropriate standards of student safety, wellbeing, behaviour management and duty of care at all times.
- Contributing to a safe, respectful, inclusive and productive learning environment.
- Supporting the implementation of College routines, procedures and expectations that promote student wellbeing, engagement and positive behaviour.
- Following all College policies and procedures relating to student supervision, behaviour management, child safeguarding and workplace health and safety.

Promoting Quality Relationships by

- Developing strong professional relationships with members of the PACE Team, staff, students, parents and the wider Rosebank community.
- Demonstrating professionalism, accuracy and organisational excellence in all aspects of the role.
- Promoting teamwork and a shared vision for participation in sport, cultural and co-curricular activities across the College.
- Fostering a positive, inclusive and collaborative culture throughout the College community.
- Affirming students by recognising and celebrating their achievements.
- Setting and reinforcing clear expectations for students, staff and parents in support of College policies and behavioural expectations.

Other appropriate duties as assigned by the Principal or his/her delegate, i.e., the Dean of PACE.

The College may vary this Position Description in response to the organisation's changing needs.

ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
 - Embrace opportunities with agility and imagination
 - Respond with empathy and act with determination and compassion
 - Accept humility and service as a source of strength to empower others
 - Act as brave and critical thinkers who persevere with challenges
 - Advocate with moral courage for the good of others and our environment
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Updated: June 2026

Version: 2.2

Key Performance Indicators

Success in this role will be demonstrated through:

- Accurate and timely administration of PACE programs, activities and events.
- Effective coordination and administration of Club Sports, the Duke of Edinburgh's Award and Representative Chess.
- Completion of compliance, risk management, event documentation and administrative requirements within required timeframes.
- Effective management of student registrations, attendance records, parent permissions, consent requirements and participant communications.
- Accurate management of PACE records, databases, equipment inventories and uniform allocations.
- Positive and professional relationships with students, families, staff, coaches, volunteers, external providers and community partners.
- Timely, professional and effective communication across all stakeholder groups.
- Successful support of College events, carnivals, community initiatives and PACE programs.
- Effective support of PACE team initiatives, projects and strategic priorities as directed by the Dean of Physical and Cultural Engagement.
- Demonstrated flexibility, adaptability and responsiveness in supporting the evolving needs of the PACE portfolio.
- Compliance with child safeguarding obligations, College policies and relevant legislative requirements.
- Effective fulfilment of allocated student supervision and duty responsibilities in accordance with College expectations.
- Positive contribution to student wellbeing, engagement, behaviour and safety through supervision and participation in College activities.
- Consistent adherence to duty of care, workplace health and safety requirements, and professional standards of conduct.
- Contribution to the promotion of the College's mission, values and co-curricular vision through the delivery of high-quality PACE programs and initiatives.

TABLE I: PACE COORDINATOR (PROGRAMS AND ADMINISTRATION)

Capability Framework and Performance Matrix

This framework outlines the key capabilities required of the PACE Coordinator (Programs and Administration) and provides a basis for recruitment, probation, performance review, professional growth and succession planning.

The framework supports a consistent approach to evaluating performance by focusing on capabilities, expected outcomes and evidence of success aligned to the College's Mission, Vision and strategic priorities.

Capability	Expected Outcomes	Evidence of Success	Developing	Proficient	Highly Effective	Exemplary
Mission and Catholic Identity	Demonstrates commitment to the Mission, Vision and Good Samaritan Benedictine values.	Professional conduct reflects College values. Participation in faith and community activities.	Requires support to understand and apply College values.	Consistently demonstrates College values in daily practice.	Actively promotes and models College values.	Serves as a role model and advocate for the Mission and ethos of the College.
Program Coordination and Delivery	Programs are effectively organised and delivered.	Successful delivery of Club Sports, Duke of Edinburgh and Chess programs.	Requires support to coordinate programs and activities.	Coordinates programs effectively and meets expectations.	Anticipates needs and consistently delivers high-quality programs.	Leads innovation and significantly enhances program quality and participation.
Administrative Excellence	Administrative systems and records are accurate and compliant.	Accurate TASS records, permissions, attendance records and documentation.	Requires regular guidance and checking.	Maintains accurate and timely administration.	Demonstrates exceptional organisation and attention to detail.	Creates and improves systems that enhance departmental efficiency.
Organisation and Planning	Effectively manages competing priorities.	Deadlines met, projects completed and events delivered successfully.	Requires support to manage workload and deadlines.	Effectively prioritises and manages responsibilities.	Consistently manages multiple priorities with confidence.	Demonstrates exceptional planning and organisational capability.
Communication and Stakeholder Engagement	Communicates professionally and effectively.	Positive stakeholder feedback and timely communication.	Communication occasionally requires support or clarification.	Communicates professionally and effectively.	Builds strong stakeholder relationships and trust.	Demonstrates exceptional communication and influence across the College community.
Student Engagement and Participation	Supports positive student participation in PACE programs.	Strong participation rates and positive student engagement.	Developing confidence in supporting student engagement.	Supports student participation effectively.	Proactively encourages and increases student engagement.	Significantly enhances participation and student experience.
Child Safeguarding and Duty of Care	Maintains safe environments and fulfils safeguarding obligations.	Compliance with safeguarding requirements and duty of care expectations.	Demonstrates awareness of requirements.	Consistently fulfils safeguarding responsibilities.	Proactively promotes child safety practices.	Serves as a model of best practice in safeguarding and student wellbeing.

Risk and Compliance Management	Ensures compliance requirements are met.	Risk assessments completed and compliance maintained.	Requires support to understand compliance requirements.	Consistently maintains compliance requirements.	Identifies and mitigates risks proactively.	Drives improvements in compliance and risk management practices.
Event and Activity Coordination	Events are effectively planned and delivered.	Successful delivery of carnivals, tournaments, awards and community events.	Requires support in event coordination.	Successfully coordinates events and activities.	Delivers high-quality events with minimal supervision.	Leads exceptional events that enhance the College experience.
Teamwork and Collaboration	Contributes positively to team culture.	Positive feedback from colleagues and leaders.	Participates cooperatively in team activities.	Works collaboratively and supports colleagues.	Actively contributes to a positive team culture.	Strengthens team performance and collaboration across the College.
Adaptability and Initiative	Responds positively to changing priorities.	Supports emerging projects and departmental priorities.	Adjusts to change with support.	Demonstrates flexibility and responsiveness.	Anticipates needs and takes initiative.	Consistently identifies opportunities and drives improvement.
Student Supervision and Wellbeing	Maintains safe and productive environments during supervision.	Effective supervision and positive student interactions.	Meets basic supervision expectations.	Consistently fulfils supervision responsibilities.	Builds strong relationships and positively influences student behaviour.	Models exemplary duty of care and student wellbeing practices.
Resource and Asset Management	Resources, equipment and uniforms are effectively managed.	Accurate inventories, stocktakes and asset records.	Requires support to manage resources effectively.	Maintains resources appropriately.	Demonstrates strong oversight and planning.	Optimises resource management and improves systems.
Continuous Improvement	Identifies and implements improvements.	Process improvements and innovative solutions implemented.	Contributes ideas when prompted.	Suggests and implements practical improvements.	Regularly identifies opportunities to improve programs and systems.	Drives innovation and continuous improvement across the PACE portfolio.