



Position Description:	Director of Sport
Level / Grade of Position:	Instructional Services Level 6, Grade 5
Employment Category:	Operational, 0.8 to Full time
Appointed by:	Principal/CEO
Reports to:	Heads of Campus
Prepared by:	Director of Teaching & Learning
	Date: June 2026

Position Framework

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

Purpose of the Position

The Director of Sport is responsible for the strategic development, coordination and delivery of a comprehensive co-curricular and extra-curricular sporting program across Maranatha Christian School.

This role provides leadership in fostering a vibrant, Christ-centred sporting culture that promotes participation, excellence, teamwork and school pride across both the Endeavour Hills and Officer campuses for Primary and Secondary School.

The Director of Sport will ensure that all sporting programs are well-organised, inclusive and aligned with the School's mission of equipping students to do their utmost for His Glory, with particular emphasis on student engagement, character development, celebration of achievement and community connection.

Delegated Authorities

- Coordinate and implement all co-curricular sporting programs and competitions.
- Develop and implement extra-curricular sporting programs (could include Run Club, Fitness Club and Soccer Academy).
- Manage approved sporting budgets and authorise expenditure within delegated limits.
- Engage and oversee coaches, referees, umpires, and sporting personnel.
- Approve fixtures, training schedules and sporting events within the School calendar.
- Oversee the safe operation of all sporting activities in line with School policies.



Specific Activities and Duties

Role in Management Structure

- Work collaboratively with the Executive Team.
- Works closely with the Head of Health and Physical Education and Primary Health and Physical Education Specialist to ensure alignment between curricular, co-curricular and extra-curricular sport.
- Partners with Heads of Campus (Endeavour Hills and Officer) to coordinate facilities, calendars and student engagement.
- Liaises with teaching staff, administration and facilities personnel across both campuses.
- Contributes to whole-school planning, including the co-curricular and events calendar.

Leadership and Culture

- Develop and articulate a clear vision for sport that strengthens school culture and identity.
- Build a culture of enthusiasm, pride and participation in sport across both campuses.
- Foster a culture of teamwork, perseverance, respect and humility.
- Promote inclusive participation while supporting pathways for high-performance sport.
- Model Christ-centred leadership and behaviours in all interactions.

CSEN/School Sport Victoria Coordination

The Director of Sport is responsible for the effective coordination of the School's involvement in CSEN (Christian Schools Events Network) and School Sport Victoria sporting competitions and events. This includes:

- Coordinating all team entries, fixtures, and participation requirements.
- Managing communication with CSEN/School Sport Victoria organisers and partner schools.
- Ensuring student eligibility, selection processes and team organisation are clear and fair.
- Organising staff supervision, coaching and match-day logistics.
- Overseeing transport, risk management and duty of care requirements.
- Promoting participation as a key expression of school identity and community.

Sport Program Coordination

- Plan and manage seasonal sporting programs across both campuses.
- Organise teams, training sessions and competition schedules.
- Coordinate venues, equipment and staffing for all sporting activities.
- Arrange referees, umpires and external competition requirements.
- Ensure all activities are appropriately supervised and compliant with duty of care expectations.
- Maintain accurate records of teams, fixtures, participation and results.
- Ensure strong participation and presence in District competitions after Swimming, Cross Country and Athletics Carnivals.
- Encourage and coordinate participation in interschool gala days, championship days and rally days.



Soccer Academy (Officer Campus)

The Director of Sport is responsible for leading the development and implementation of a Soccer Academy at the Officer Campus. This includes:

- Designing and implementing a structured academy program aligned with student development pathways.
- Coordinating specialist coaching and training sessions.
- Establishing partnerships with external providers where appropriate.
- Developing talent identification and progression opportunities.
- Ensuring the academy aligns with the School's Christian values and educational purpose.
- Promoting the academy as a flagship program within the School's sporting offering.

Facilities and Resource Management

The Director of Sport is to work with the Faculty Head of Health & PE and Primary Health & PE Specialist Teacher to:

- Coordinate the effective and equitable use of sporting facilities across both campuses.
- Work closely with Heads of Campus and facilities staff to manage bookings and preparation of spaces.
- Ensure facilities are safe, well-maintained and fit for purpose.
- Oversee procurement, maintenance and inventory of sporting equipment.
- Contribute to long-term planning for sporting facility development.

Staff and Coaching

- Recruit, induct and coordinate coaches, staff and volunteers.
- Establish clear expectations for coaching standards, conduct and communication.
- Support and develop coaching staff to ensure high-quality student experiences.
- Ensure appropriate screening, induction and supervision of coaches, volunteers and sporting personnel in accordance with School policies.
- Ensure all personnel comply with School policies, including child safety requirements.

Community and Engagement

- Build strong relationships with students, families and the wider school community.
- Promote sporting achievements and opportunities through newsletters, assemblies, and social media.
- Facilitate events and clubs that build community engagement (e.g. fitness club, run club, tournaments, fun runs).
- Represent the School in external sporting forums and partnerships.
- Coordinate and maintain an accurate sporting calendar aligned with whole-school planning.



Administration and Operations

- Maintain a comprehensive and coordinated sporting calendar across both campuses.
- Ensure timely and clear communication regarding fixtures, training and expectations.
- Oversee risk management processes for all sporting activities.
- Ensure compliance with school policies, including child safety and health and safety requirements.
- Contribute to school publications and reporting.

Key Outcomes

- A cohesive, thriving sporting culture across both campuses.
- High levels of student participation and engagement in sport.
- Well-organised, safe and professionally managed sporting programs.
- Strong CSEN/School Sport Victoria participation and representation.
- Successful establishment and growth of the Soccer Academy (Officer) and other initiatives.
- Enhanced school pride, identity and community connection through sport.
- Enhanced visibility of sport and celebration of achievements.

Person Specification

Education and Experience

- Demonstrated experience in sports leadership, coaching, event management or program coordination.
- Experience working with young people in a school or community context.
- Relevant tertiary qualifications in Education, Sport Management, Physical Education or related field (desirable).
- Industry connections (favourable).

Knowledge

- Understanding of interschool sport structures (e.g. CSEN/School Sport Victoria or equivalent).
- Strong organisational, administration and logistical planning skills.
- Demonstrated understanding of child safety, duty of care and risk management requirements within school sporting environments.
- Understanding of youth development through sport.

Personal Attributes

- Strong Christian faith and commitment to modelling biblical values.
- Excellent leadership, communication and organisational skills.
- Ability to inspire and build positive relationships with students and staff.
- Strategic thinker with the ability to develop and implement innovative programs.
- Energetic, proactive and enthusiastic in promoting participation and engagement in sport.



School Expectations

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.

Scope of the Position

Number of People Managed or Supervised: Casual coaches, volunteers, referees and external providers

Annual Budget Expenditure Responsibility: As per approved budget

Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents				✓
Teaching Staff	✓			
Administration Staff		✓		
Building / Grounds Staff		✓		
Principal / Heads of Site	✓			
Business Manager			✓	
Board Members				
External Suppliers			✓	
Compliance Bodies			✓	
Other				

Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site



or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.