

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:	Head of Sport and Co-Curricular Activities
REPORTS TO:	Luke Baills (Principal) Tonia Gloudemans (Deputy Principal – Teaching, Learning, and Innovation)
INDUSTRIAL AGREEMENT:	The Queensland Anglican Schools Enterprise Agreement
CLASSIFICATION:	Teacher – Promotional position
APPLICATION CLOSING DATE:	Applications will be reviewed as they are received. The School reserves the right to appoint prior to the closing date.

Lead, inspire and shape the future of sport and co-curricular excellence at The Cathedral School. We are seeking an outstanding educator and leader to join our team as Head of Sport and Co-Curricular Activities. This key promotional position provides the opportunity to develop and lead a thriving sport program, oversee our Sporting Academy programs, and create engaging co-curricular opportunities that enrich the educational experience of our students.

Working closely with school leaders, coaches, staff, students and the wider community, you will provide strategic and operational leadership across sport and non-performing arts co-curricular activities. This is an exciting opportunity for a passionate professional who can build participation, develop staff capability, foster community partnerships, and create programs that help students grow in confidence, character, belonging and achievement.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

PURPOSE AND MISSION:

Inquisitive minds. Kind hearts. Purposeful futures.

We strive to create a community where every student is supported and empowered to reach their potential, developing the confidence, curiosity, and agency to shape their own learning within a caring and connected environment. Students are encouraged to grow not only as individuals but as engaged, connected, and responsible citizens who contribute to a shared purpose and the common good. We invite them to meet challenges in the way our founders intended – with love, courage, determination, service, and faith in God.

In this way, we nurture *inquisitive minds* to think deeply, *kind hearts* to act compassionately, and *purposeful futures* to be lived with meaning, hope, and resilience, honouring the vision that has united our Cathedral community for more than a century.

VISION:

Futures shaped by purpose, passion, and character.

We will achieve our vision of shaping futures by:

- Nurturing purpose, so that every member of our community knows who they are, what they value, and how they want to contribute:
- Embracing passion, so that lives are enriched with growth, balance, and joy:
- Developing character, through living the Gospel and building Christian community:

Our vision and mission bring together what we want all members of The Cathedral School community to know, love, and become.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.

HEAD OF SPORT AND CO-CURRICULAR ACTIVITIES EXPECTATIONS:

The Cathedral School is guided by the Queensland College of Teachers Code of Ethics and the AITSL *Professional Standards for Middle Leaders*.

Working at this level, the Head of Sport and Co-Curricular Activities is required to support the mission, aims and strategic direction of the school through the delivery of the sport program and non-performing-arts co-curricular activities, managing administrative operations, growing student participation, and developing and leading staff to operate as a highly collaborative and motivated team.

PRIMARY ROLE PURPOSE:

The Head of Sport and Co-Curricular Activities is a promotional leadership position built around two components: the strategic and operational leadership of Cathedral's sport program, and the leadership of Cathedral's non-performing-arts co-curricular activities. As Head of Sport, this role carries primary accountability for the vision, competitions, staffing, and day-to-day operation of sport across the Middle and Senior Schools, including oversight of Cathedral's multiple Sporting Academy Programs. As Head of Activities, this role carries primary accountability for Middle and Senior School co-curricular activities such as debating, chess, and clubs and societies, and contributes to Cathedral's whole-child recognition agenda under the Heart pillar of *Growing Together 2026–2030*, ensuring students' broader achievements, contributions, and strengths are visible and valued alongside their sporting and academic success.

Working closely with the Deputy Principal – Teaching, Learning, and Innovation, this role shares accountability with the Head of Performing Arts – Extracurricular for the coherence and breadth of the co-curricular offering as a whole, while holding sole primary accountability for the sport program and for activities outside the performing arts. This role is a visible ambassador for Cathedral, building the partnerships, culture, and staff capability needed for students to grow in ability, character, and belonging through their participation, whether on the field, in competition, or through the wider range of pursuits that make up school life.

The primary purposes of this role are to:

- **Provide strategic leadership of sport and activities:** develop and lead a strategic vision for the sport program – including the entire Sporting Academy Program – and non-performing-arts co-curricular activities that aligns with the School's strategic priorities, and contribute to the whole-school co-curricular framework alongside the Head of Performing Arts – Extracurricular.
- **Recruit and develop staff and coaches:** build a high-performing, collaborative team of coaches, coordinators, and support staff through effective recruitment, induction, mentoring, and ongoing professional learning.
- **Grow student participation, progress, and celebration:** grow and monitor student participation across sport and other co-curricular activities, identify and support talent pathways including through the multiple Academy Programs, maintain records of participation and achievement, and contribute to Cathedral's whole-child recognition agenda.
- **Build partnerships and community engagement:** forge and maintain partnerships with sporting bodies, community organisations, and peak associations, and ensure regular, effective communication and reporting on sport and co-curricular activities to students, staff, parents, and the wider community.
- **Lead policy development, compliance, and risk management:** develop, implement, and review policies and procedures for the safe and effective operation of sport and co-curricular programs, and manage risk assessments for all associated activities, competitions, trips, and tours.

A teaching load is associated with this position.

RELATIONSHIPS AND AUTHORITY:

The Head of Sport and Co-curricular Activities reports to the Principal and Deputy Principal – Teaching, Learning, and Innovation, and works closely with the Head of Performing Arts – Extracurricular to ensure coherence and breadth across Cathedral's whole co-curricular offering, and liaises regularly with the Heads of Middle and Senior Schools, Heads of Boarding, teaching staff, coaches, activity coordinators, administration officers, and grounds and maintenance staff regarding programs, competitions, resources, venues, and timing arrangements.

This role supervises coaches, activity coordinators, and support staff engaged in the delivery of sport and co-curricular activities, and is responsible for their recruitment, induction, and performance.

The position operates with professional autonomy, drawing on extensive expertise to provide independent, strategic advice on the effective operation, development, and continuous improvement across their area of responsibility.

The role requires the exercise of significant discretion and sound independent judgement within the strategic and operational parameters established by the Principal and Deputy Principal – Teaching, Learning, and Innovation. The Head of Sport and Co-curricular Activities applies a broad and in-depth range of professional and technical skills across both complex and highly specialised contexts, ensuring initiatives align with the School's strategic priorities and governance framework.

The position demands a high level of initiative in the ongoing development and application of expert knowledge, including recognised leadership in key areas of specialisation. The Head of Sport and Co-curricular Activities undertakes duties of a critical and innovative nature within a professional management framework, demonstrating leadership in the application of best practice, emerging practices, and system-wide improvements.

Performance is measured through the achievement of defined targets, the successful introduction of initiatives, the effectiveness of team leadership and supervision, and the overall management and performance of the area of responsibility.

KEY ACCOUNTABILITIES:

The Head of Sport and Co-Curricular Activities reports to the Principal and Deputy Principal – Teaching, Learning, and Innovation and is responsible for the achievement of specific outcomes in the following key areas:

STRATEGIC LEADERSHIP OF SPORT AND ACTIVITIES

- Develop and implement a vision for sport that aligns with the School's vision, mission, and the priorities of *Growing Together 2026–2030*, monitoring, reviewing, and evaluating the sport program's performance against annual goals.
- Provide strategic direction and oversight of Cathedral's Academy Program – currently Basketball, Fencing, Football (Soccer), Mountain Biking, Netball, Rowing, Rugby League, Rugby Union, Swimming, and Tennis – setting standards for coaching quality and athlete development across all Academy sports and determining the addition of future sports to the program as appropriate.
- Provide strategic leadership of non-performing-arts co-curricular activities (including debating, chess, and clubs and societies), setting goals and direction for their growth and quality.
- Contribute to the whole-school co-curricular framework in partnership with the Head of Performing Arts – Extracurricular, ensuring balanced and inclusive opportunities for students across sport and other activities.
- Develop and refine policies and procedures for the operation and management of the sport program, ensuring a supportive environment for all stakeholders.
- Be a visible ambassador for The Cathedral School, enhancing the School's profile through participation and success in sport and co-curricular activities.

DAY-TO-DAY OPERATION OF SPORT AND ACTIVITIES

- Ensure the effective day-to-day operation and organisation of the sport program and sports calendar, including Inter-House, Inter-School, Townsville Secondary School Sports (Block Sport), and Representative Sport competitions.
- Coordinate and oversee the individual Academy sport leads responsible for the day-to-day operation of each Academy sport, ensuring consistent standards, effective communication, and alignment with the School's broader sport program and calendar.
- Organise, administer, and manage competitions and fixtures – allocating officials, coaches, and staff duties, event programming, venue and transport bookings, catering, notification forms, equipment, and uniform compliance.

- Initiate, organise, and manage sporting camps and tours for students.
- Oversee team selection and support staff in the management of teams and competitions.
- Coordinate the day-to-day running of non-performing-arts co-curricular activities.
- Prepare and manage annual budgets for sport and co-curricular activities, including equipment, maintenance, and coaching, and for the Sporting Academy Programs specifically.
- Monitor and maintain the School's sport and activity-related equipment and facilities, liaising with Business Managers as required.
- Maintain a profile among students and the community by attending training sessions, fixtures, and activities, including evenings and weekends, throughout the year.

STAFF RECRUITMENT AND DEVELOPMENT

- Work with the Human Resources Manager to prepare position descriptions, recruit, and induct suitably qualified coaches and activity coordinators, including specialist Academy coaches.
- Ensure staffing levels are appropriate across the sport program and co-curricular activities under this role's accountability.
- Ensure coaching and activity leadership reflects appropriate instructional technique, professional boundaries, duty of care, and management of risk.
- Provide professional learning for coaches and activity coordinators to build their understanding of school processes, procedures, and expectations.
- Deal successfully with complications, issues, or disputes arising within sport and co-curricular activities.

STUDENT PARTICIPATION, PROGRESS, AND CELEBRATION

- Grow and monitor student participation in Cathedral's sporting teams and co-curricular activities, taking proactive steps to identify, develop, and direct talent.
- Oversee talent identification and progression pathways into and through the Sporting Academy Programs, ensuring selection processes are transparent, equitable, and clearly communicated to students and families.
- Maintain records of student participation and achievement in sport and activities to support recognition and the awarding of colours and prizes.
- Organise and run the annual Sports Awards presentation, and equivalent recognition for co-curricular activities.
- Develop student leadership opportunities within sport and co-curricular activities.
- Contribute sport and activity participation and achievement data to support Cathedral's whole-child recognition agenda, including each student's Strengths and Contribution Profile.

PARTNERSHIPS AND COMMUNITY ENGAGEMENT

- Forge and maintain partnerships with sporting bodies, peak associations, and community organisations to enhance the quality of Cathedral's sport and activities programs.
- Represent Cathedral at relevant district, regional, and state sport and activity association meetings.
- Ensure regular, effective communication and reporting on sport and co-curricular activities to students, staff, parents, and the wider community.

- Liaise with the Deputy Principal, Heads of Middle and Senior Schools, Heads of Boarding, teaching staff, coordinators, and support staff regarding programs, competitions, resources, venues, and timing arrangements.
- Liaise with parent supporter groups to assist in the operations and major projects of the sporting and activities life of the School.

POLICY DEVELOPMENT, COMPLIANCE, AND RISK MANAGEMENT

- Develop, implement, and review policies and procedures for the safe and effective operation of sport and co-curricular activities.
- Manage risk assessments for all sport and co-curricular activities, competitions, trips, tours, and hosted events.
- Ensure staff, coaches, and activity coordinators are inducted in Student Protection and other risk-compliance requirements relevant to their role.

SKILLS AND KNOWLEDGE:

ESSENTIAL CRITERIA

The Head of Sport and Co-Curricular Activities will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Teaching degree; postgraduate qualifications in education, leadership, or sports management highly regarded.
- Current Queensland College of Teachers registration and a satisfactory National Police History Check.
- Current First Aid and CPR certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- Track record in sport coordination (preferably multiple sports), with credibility in a competitive school sporting environment.
- Experience or willingness to coordinate co-curricular activities beyond sport (such as debating, chess, or clubs and societies).
- Demonstrated ability to lead a team – balancing competing interests, building a common approach, and improving the skills and knowledge of others.
- Track record in setting goals, developing strategy, and delivering outstanding outcomes in a sport, activities, and/or academic context.
- Excellent interpersonal, communication, leadership, organisational, administrative, and time-management skills.
- Ability to manage conflict, difficult conversations, and resolve issues proactively and respectfully.
- Experience coordinating and managing the performance of coaching and related staff, including external coaches and support staff.
- Understanding of the administrative requirements for participation in Townsville Secondary School Sports (TSSS) and Representative Sports competitions (such as Northern Region School Sport).

- Capacity to support and be sympathetic to the Anglican ethos, positively promoting the School both internally and externally.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.