

POSITION DESCRIPTION

Sports Coordinator

Context

Padua College is a coeducational Catholic secondary school serving the Mornington Peninsula through a dedicated multi-campus model. Grounded in our Catholic heritage, Padua College embraces a holistic approach, nurturing academic excellence, formation in faith, compassion, moral responsibility, and emotional maturity in every young person. We believe that every child is important and uniquely gifted, created in the image and likeness of God. In unlocking their potential and discovering their talents, we inspire students to live purposefully, become lifelong learners, and make a positive impact on their world through service and justice.

Motivating Every Purpose

Our “why” at Padua College is grounded in our Catholic identity and shaped by our Franciscan and Mercy charisms. Through education, we seek to recognise the dignity and potential of every person, inspire a love of learning, nurture the growth of the whole person, build relationships founded on compassion and respect, and encourage each person to use their gifts in service of others.

This is at the heart of *Motivating Every Purpose* and gives direction to our vision, decisions, and actions.

Together, we are committed to supporting every person to:

- discover and develop their God-given gifts and talents;
- grow as a learner and as a person, striving to become all they are called to be; and
- use their gifts, knowledge, and character to make a positive difference in the lives of others and in the world.

Our Core Values

- We **welcome** and affirm
- We inspire **growth of the whole person**
- We create a **love of learning**
- We build **positive relationships**
- We embrace **diversity**
- We show **compassion** for those in need
- We reconcile and **forgive**
- We work for a just and **peaceful world**

Those in positions of leadership on each campus shape and drive the development of a College-wide attitude that engenders the Padua College Mission and Values.

Overview of the Role

Education at Padua College supports the development of the whole person. The College provides an extensive co-curricular program and encourages staff and students to participate actively in College life. Sporting programs and activities offer students opportunities to develop perseverance, social skills, teamwork, and leadership, while strengthening participation, belonging, and achievement.

The Sports Coordinator provides proactive, high-quality leadership and management of sporting programs, activities and events, aligned with the College’s strategic educational priorities. The Sports Coordinator works closely with the Campus Administration Team and

Sports Coordinators across all campuses to plan and coordinate the campus sporting program, College-wide sporting events, and inter-campus activities. The Campus Sports Coordinator is under the direction of and reports directly to the Head or Director of Campus.

Major Areas of Responsibility

The Sports Coordinator's major areas of responsibility include but are not limited to:

- planning and coordinating sporting programs, events, and student participation, including campus, College-wide, inter-campus, and inter-school activities, in collaboration with the Campus Administration Team and Sports Coordinators across all campuses;
- managing the administration, staffing, communication, resources, and logistics of the sporting program to ensure activities and events operate safely, effectively, and efficiently, both on and off campus; and
- performing other day-to-day duties and implementing decisions as requested by the Principal or the College Improvement Team.

Statement of Duties

The following duties align with the Sports Coordinator's major areas of responsibility.

Sporting programs, events, and student participation	The Sports Coordinator plans and coordinates campus sporting programs, College-wide events, inter-campus activities, and inter-school participation. The Sports Coordinator: • works closely with the Campus Administration Team and Sports Coordinators across all campuses to plan the sporting calendar, coordinate shared events and agree on responsibilities and arrangements; • encourages the development and growth of College spirit through participation and involvement in sport; • coordinates students' selection trials, training, and participation in internal and external sporting events, and informs students when these events will be taking place; • keeps accurate and up-to-date records; • collaborates with Sports Coordinators across all campuses to organise and deliver College-wide and inter-campus sporting carnivals and events (including year level specific events); • arranges umpires and coaches for all sporting activities, ensuring they all have appropriate current Working with Children Checks; • supports coaches of sporting activities; • liaises with the House Coordinators on their respective campus regarding upcoming sporting events; • liaises with the SIS in the organisation of major SIS carnivals; • communicates and reinforces the student code of conduct for sporting activities and events, promoting respectful behaviour, fair play, and sportsmanship, and follows up breaches in accordance with College procedures; and • ensures that the presentation of student representatives is in accord with College policy.
---	---

Management and administration

The Sports Coordinator manages the administration, staffing, communication, resources and logistics of sporting programs and events. The Sports Coordinator:

- coordinates staffing for campus sporting activities and events with the Campus Administration Team, Campus Operations Leader/Daily Organiser and Vice Principal - Staff, Strategy and Development;
- ensures that all staff engaged to assist with sporting events are cognisant of and compliant with all College child safety, excursion and camp policies and relevant staff-to-student ratio requirements;
- inducts all coaches, umpires and referees in relevant College procedures, child safety and Occupational Health and Safety requirements, and communicates updates and directions from sporting authorities and associations;
- ensures that events and student absences due to sporting commitments are communicated as early as possible so that teachers may plan for classes;
- liaises with the Maintenance staff so that major equipment is in a safe condition and College grounds are set up for events when required;
- works with the coaches and Physical Education staff to facilitate the collection, storage and cleaning of sports equipment and clothing;
- oversees the booking of venues, referees, and transport for sporting events;
- supports staff, particularly new staff, by providing appropriate resources, advice, and mentoring in relation to sporting events;
- promotes student safety and ensures sporting arrangements comply with the College's child safety policies and procedures;
- works with other Sports Coordinators and relevant campus staff to coordinate staffing for College-wide and inter-campus sporting events;
- coordinates and liaises with the managers, coaches, and other supporters of the sports program, including external school managers and coaches;
- addresses concerns raised by staff, students, families, other schools, or sporting associations, by taking appropriate action, and referring matters to the Head or Director of Campus where required;
- conducts professional and constructive initial conversations with staff regarding performance, conduct and capacity, providing clear expectations, guidance, and support;
- actively engages and collaborates with SIS Sports Coordinators through the Association, and with other relevant sporting associations, organisations, and competition providers, to contribute to the planning, coordination and evaluation of sporting programs, activities, and events, and to identify opportunities that enhance student participation and achievement;
- prepares and manages budget submissions, liaising with other Campus Sports Coordinators and the Learning Leader - Health and Physical Education for sharing of resources;
- ensures the requirements of the College Excursion Policy are met for all sport-related activities, including SIMON permissions (or its successors); and
- prepares and provides summary reports regarding sports participation upon request.

Expectations

The Sports Coordinator is expected to:

- attend planning days prior to the start of school each year and up to the gazetted date for the end of the school year if required (POL 2);
- be familiar with and comply with Padua College's Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;
- be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students;
- maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR qualifications;
- undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role;
- attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and
- perform any other day-to-day duties as requested by the Principal or his/her nominee.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College and the experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

Child Safety

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire community.

All staff at Padua College take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 "Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises". Employment at Padua College is subject to College policies, including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risks. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

All staff are also required to understand and meet their obligations under mandatory reporting requirements, the Reportable Conduct Scheme, and the failure to disclose and failure to protect offences under the *Crimes Act 1958 (Vic)*.

Key Organisational Relationships

INTERNAL	EXTERNAL	COMMITTEES
Principal College Improvement Team Vice Principal - Staff, Strategy & Development Vice Principal – Learning & Teaching Director of Finance Heads and Directors of Campus Sports Coordinators across all campuses Campus Administration Teams Teachers Students	Parents/Guardians MACS	SIS (or equivalent) Coordinators

Criteria For Effective Leadership

The effective performance of the Sports Coordinator will be due to their capabilities across a comprehensive range of the following:

Attributes & Dispositions

- commitment to the Mission, Vision, and Catholic identity of Padua College
- a passion and vision for sports participation within a school community
- a vision for exemplary practice and student engagement informed by Padua's Mission and Vision
- openness to change and commitment to improvement
- optimism, confidence, and enthusiasm when leading staff and students and managing change
- the drive to work with staff and students across the College
- approachability as an active listener, negotiator, and advocate
- behaves in ways that respect and advance the profession (VIT Code of Ethics, 2021)
- positive role model in education settings, in the community and online (VIT Code of Conduct, 2021, P.2.1)
- acts with discretion and maintains confidentiality in all communications (VIT Code of Conduct, 2021, P. 2.1)

Knowledge & Understandings

- thorough knowledge of contemporary best practice approaches to school sports participation
- awareness of innovations in adolescent health and active participation in sports & competition
- qualification and/or knowledge and experience of Sports & Exercise Science and/or Sports Administration
- knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role
- knowledge of the College's policies and procedures that impact the sporting program
- financial management experience

- understanding the need for accountability as a member of the sporting program
- demonstrated commitment to ongoing learning

Skills & Capabilities

- ability to keep up to date with sport and exercise management protocols, procedures and knowledge
- demonstrated success in developing, implementing, and evaluating educational policy and practice
- ability to establish and maintain effective working relationships with colleagues
- ability to form teams and sustain teamwork
- track record of skilfully fostering positive relationships between teachers and students
- versatility to communicate clearly personably and effectively in a variety of settings
- capacity to multi-task and pay close attention to detail
- ability to keep to timelines and manage multiple deadlines
- ability to implement the College Improvement Team's long-term plans for continuous improvement
- sound capabilities in the application of learning management systems
- capacity to reflect on one's own leadership performance and style

Tenure, Conditions and Requirements

Classification	Mornington Campus: POL 2, 8 of 39 periods Rosebud and Tyabb Campuses: POL 1, 4 of 39 periods
Tenure	27 January 2027 – 26 January 2030
Appraisals	Annual Review Meeting Formal Appraisal in Semester 2 of the second year of appointment
Entitlements	Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
Requirements	Victorian Institute of Teaching – Full Registration Have or be working towards Accreditation to Teach Religious Education in a Catholic School, or have or be working towards VCEA Accreditation to Teach in a Catholic School Completion of OHS Modules

Authorised by: _____
(Principal)

Date: _____

Signed by: _____

Date: _____

Name: _____

Date of Document: September 2026
Date for Review: September 2029

