St Peters Lutheran College

Position Description

Position Title	**Chess Coordinator**
Department	**Sports Department**
Reports to	Boys Sport Coordinator
Direct Reports	Head Coaches, Coaches
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The position of The Chess Coordinator effectively and efficiently plans, organises and delivers all aspects of the College's chess program, providing students with opportunities to develop their strategic thinking, problem-solving skills and competitive excellence through training and AIC competitions. The Coordinator supports the growth of chess across both Primary and Secondary year levels and contributes to a positive and engaging co-curricular experience for students. As a member of the Sports Department, the Chess Coordinator works collaboratively with students, coaches, staff, parents and AIC Chess coordinators to demonstrate accountability, collaboration, ethics and integrity, ensuring the highest standards of coaching, administration and student development are maintained. The role promotes a culture of learning, resilience, integrity and excellence, aligned with the values and expectations of the College.
Key Accountabilities	**Primary Focus Areas** The Chess Coordinator is responsible for the preseason, in-season and post season day to day requirements for each sport assigned. This includes the engagement and management of coaches, communication, and coordination of their schedules. Verification and submission of timesheets is an essential component of the role. Under the direction of the Boys Sports Coordinator, this role will assume responsibility for communicating all relevant matters impacting the daily operations, to ensure the season runs efficiently and to manage any issues that may arise. **Pre-Season:** • Creating training/coaching schedules and trial matches • Determining the coaching structure, allocation, recruitment, onboarding and training of coaches in consultation with Boys Sport Coordinator • Taking charge of and completing all mandatory requirements (such as risk assessments) in a timely manner, for tours and tournaments • Demonstrating due diligence for the safety of students and staff at all times

	• In consultation with coaches conduct selections and finalisation of teams **In-Season:** • Facilitate management of game day fixtures and be the main point of contact for the College • Attend various training sessions (After school) each week • Monitor stock and storage of equipment for training/matches **End of Season:** • In consultation with Sport department leaders, coordinate an appropriate end of season celebrations and reviews for each activity; and • Oversee sport attendance records for school award purposes.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. **Experience, capabilities, skills and qualifications** **SC1:** A proven record of achievement in a similar sports leadership role and demonstrated extensive knowledge and experience in Chess, or similar sporting activities. **SC2:** Highly developed organisational, time management, analytical and problem-solving skills with the ability to manage and meet the demands of multiple tasks, competing priorities, and deadlines. **SC3:** Proven capability to build and sustain respectful relationships in teams to enable the collaborative delivery of outcomes, alignment of purpose and achievement of goals and targets. **SC4:** Highly developed oral and written communication skills and demonstrated ability to develop respectful relationships with students, colleagues and parents at all levels and in alignment with College Pastoral care programs. **SC5:** Demonstrated accountability for decision making in alignment with College policies and procedures, including a proven ability to ensure child safety and workplace health and safety of others, at all times. **SC6:** Demonstrated personal integrity and ethical decision making, including an ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct, in a sporting context. **Christian Ethos** **SC7**: An understanding of, respect and demonstrable support for the College's Christian ethos.

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Position Status	Casual/Term Time
Hours of Duty	Dependent upon roster or determined on an as needs basis by the College Monday to Friday
Classification	School Officer Level 4
Annual Salary	$49.0180 - $51.5900 per hour plus Superannuation. **Terms and Conditions –** Please refer to the Employment Contract, which may or may not include reference to the *Queensland Lutheran Schools Single Enterprise Agreement 2024.*
Superannuation	12.75% employer contribution
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.

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Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the *Privacy Act 1988*.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

29 October 2026