



POSITION DESCRIPTION

Position Title:	Junior School Sport Coordinator
Reports to:	Head of Junior School
Department:	Junior School
Date:	October 2026

Primary Purpose:

The Junior School Sport Coordinator is expected to exemplify the School's vision in relation to student and staff welfare, in all dealing with both internal and external members of the School community, external organisations and the School's various community support groups. The Junior School Sport Coordinator is responsible for overseeing the provision of sporting activities and carnivals both internally and externally in the Junior School.

Position in Context:

The Junior School Sport Coordinator is responsible to the Head of Junior School for overseeing the sporting activities and carnivals for all Junior School Students. They are a key member of the Physical Education team, who promote sports news via newsletters and displays, as well as actively promoting health messages for Junior School Students. The Junior School Sport Coordinator represents Tintern at District Meetings and is key personnel in managing communications with School Sports Victoria.

Freedom to Act / Autonomy

It is the responsibility of the Junior School Sport Coordinator to inform the Head of Junior School of any important enquiries and any potential issues that may arise in the course of the day.

Major Duties and Responsibilities:

1. Managing Junior School Sports-based Carnivals and activities

- Preparing events and equipment with relevant Junior School staff
- Managing programs and allocation of staff, coaches and parent helpers.
- Undertaking risk assessments and ensuring safe OHS practices
- Hosting events
- Promotion of Sports events prior to, and following events.
- Organisation of and where practical, attendance at RDPSSA events

2. Representation at SSV and District Meetings

- Attendance at meetings
- Active promotion of Tintern in the wider community
- Support for School Sport Victoria and District initiatives

3. Coordination of the Year 5/6 Interschool Sport Program

- Preparation of the Interschool Sport teams and timetable
- Providing allocation of coaches and support for staff
- Undertaking risk assessments to ensure student safety
- Promotion of the Interschool Sport Program in newsletters

4. Coordination of the Tintern Swimming Program

- Liaise with Just Swimming to provide a Junior School Swimming program
- Undertaking risk assessments to ensure student safety
- Preparing the swimming timetable
- Promoting the swimming program through newsletters



Direct Reports

Sports Coaches

Key Contacts

Internal

Principal

Head of Junior School

Secondary Head of Sport

Teaching Staff

External

School Sports Victoria

Ringwood District Schools

Other educational institutions

Educational associations

Competencies Required

- Current VIT registration
- Experience in managing and preparing sporting events
- Commitment to excellent high standard of organisation
- Leadership skills and the ability to motivate a team
- Exceptional verbal, interpersonal and written communication skills
- Innovative thinker with energy to achieve objectives
- Strong organizational skills with the ability to manage multiple projects concurrently, with budget and set deadlines
- Computer literacy for word processing, spreadsheets, use of internet and electronic mailing systems

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to creating and maintaining a school in which all children are safe from harm and in doing so abides by the 11 child safe standards set down by the Commission for Children and Young People [CCYP | The 11 Child Safe Standards](#).

At Tintern Grammar we have a zero tolerance for child abuse, racism and other vilification;

The principles that guide child safety at Tintern Grammar are that:

1. the best interests of the child are paramount;
2. child protection is a shared responsibility of everyone in the School community;
3. all children have a right to feel safe and be safe at school, and have equal rights to protection from abuse and neglect;
4. the School will consider the opinions of students and use their opinions to develop child safety policies and procedures; and
5. the School is committed to providing a culturally safe environment in which the diverse and unique identities of Aboriginal children and young people are respected and valued
6. the School is committed to understanding children and young people's diverse circumstances and providing support and responding to those who are vulnerable, including children with a disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, lesbian, gay, bisexual, transgender and intersex children

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7. the School will take into account the diversity of all children, (including but not limited to the needs of Aboriginal and Torres Strait Islander children), and children who are vulnerable, and make reasonable efforts to accommodate these matters
8. everyone must also comply with the School's Child Safety Code of Conduct, which sets stringent standards for personal behaviour
9. all children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S

- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangement are in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....