



FCJ College
SPORTS COORDINATOR 2020 – 2022
POL 1 WITH 6 PERIODS

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

COMMITMENT TO LEADERSHIP PHILOSOPHY

By accepting a leadership position at FCJ College, you are committing to our leadership philosophy: *To forge a culture of shared leadership where the students are the priority. Through committing to the most effective:*

- *Culture for students*
- *Team/s for students*
- *Leadership for students*

THE POSITION

The Sports Co-ordinator is responsible for the management and promotion of sporting and recreational activities for the full range of students at FCJ College. The Sports Co-ordinator is responsible to the Principal through the Deputy Principal.

As a Leader at FCJ College; the Sports Coordinator will:

- support and promote the Catholic ethos of the College.
- publicly support the Leadership of the College.
- work in an honest, positive, creative and flexible manner.
- identify the strengths of individuals in their team and work in collaboration where students are the priority.
- willingly seek feedback on performance and drive professional growth opportunities through self and peer coaching.
- actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

As Sports Coordinator – Responsibilities:

- To develop and facilitate a Sports Program for all students which is consistent with the ethos of the College.
- To foster school spirit, teamwork and a sense of achievement for all students through the sport and recreation program.
- To foster support and commitment for the Sports Program from all members of the College community (staff, students, parents).
- To develop relationships with the wider community through the Sports Program.
- To review and evaluate the Sporting Program and to recommend and implement changes where appropriate.
- To ensure sporting areas and equipment are maintained in compliance with the Occupational Health and Safety standards.

Specific Duties:

- To organise and co-ordinate all intra-school College sporting events – athletic and swimming carnivals and inter-house sports.
- To co-ordinate all inter-school activities.

- To liaise with the Health and Physical Education Learning Area Coach to ensure that the skills and knowledge required for inter-house and inter-school sporting events are developed amongst the PLT members.
- To encourage the participation of all students in the sporting program.
- To ensure that the College Sport Program gets appropriate publicity in the local press.
- To ensure that staff and students are aware of College expectations relating to dress, behaviour and sportsmanship while involved in Sports Programs.
- To provide advance notice of sporting and recreation events and staffing to the College Management Team.
- To oversee and facilitate the work of administration support on booking of venues and transport and the development of permission forms and Excursion Management Plans.
- To ensure all Excursion Management Plans are completed prior to the Sporting event.
- Compliance with Child Safe and OH&S standards
- Be up to date with current practice, Government and CECV requirements.
- To ensure all staff are aware of the Excursion Management Plans and any considerations prior to the event.
- Any other duties as directed by the College Principal.