

Position Description

Head of Sport



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Position Overview

The Head of Sport is responsible for the management of all aspects of the sporting programs offered to students and/or the Loreto school community. They have responsibility for the ongoing development and supervision of the program in line with national, state and local priorities and the Loreto College Strategic Plan.

The Head of Sport ensures:

- Appropriate processes and practices are developed and implemented
- Development of staff to operate as a highly collaboratively motivated team
- Student learning and participation and teacher/coach practice are of the highest quality
- That interactions with personnel and organisations outside of the College community enhance outcomes for students.

Contract Term

This is a full-time permanent appointment. The position is classified as per the “School Officers” structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

Remuneration

The position attracts remuneration consistent with the Catholic Employing Authorities Single Enterprise Collection Agreement – Religious Institute Schools of Queensland 2019-2023, (The Agreement).

Position Description

Head of Sport

Key Relationships

Position	Head of Sport
Responsible to	Principal
Reports to	Deputy Principal Operations and School Development
Works with	College Leadership Team Teachers Coaches CaSSSA Water Polo Queensland Metropolitan East School Sport External sporting organisations and venues
Manages	Sport Administration Assistant Coaches, Umpires/referees, first aid providers
Updated	July 2022

Key Expectations

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Promotion of the Mary Ward ethos and a commitment to the mission of the College as a Catholic School in the Loreto tradition
- Support of the College's vision
- Support of the College's strategic plan and a willingness to operationalise this plan within the co-curricular sport program
- A commitment to ongoing learning
- Demonstration of high standards of personal presentation
- Professional communication with staff, families, and other stakeholders
- Adherence to the policies, procedures, and practices
- Maintenance of confidentiality and integrity in all work-related matters
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes
- Demonstrated knowledge of information communication technology as appropriate
- Compliance with and understanding of the College's Student Protection Policy & Processes.

Position Description

Head of Sport

Key Responsibilities

- Leading and supervising teachers, coaches and other personnel engaged in the program to ensure a high standard of coaching
- Oversee recruitment, induction, training and retention of sport coaches to ensure all sports and teams are appropriately staffed
- Facilitating the professional development of staff through organising appropriate internal programmes, recommending suitable off-site in-service opportunities and encouraging teachers/coaches to share new learning
- Supervising the quality of staff practice through collegial support, advice, observation and facilitation of reflective response to issues
- Professional activity through membership of professional associations and an on-going professional development appropriate to the role
- Development and maintenance of a productive and supportive network of relationships with staff, students, parents and the wider College community
- Regularly communicating with stakeholders (students, parents, school staff, other schools, outside venues, sports bodies) promptly and appropriately to ensure the smooth operation of the program
- Participating as the College representative at CaSSSA meetings (this does not involve Directors Meetings)
- Liaise with, direct and support the College House Captains in conjunction with the Pastoral Leaders
- Providing a role model of successful coaching and ensuring any behavioural issues are followed up effectively with Pastoral Care staff
- Liaising with the Sports Support Group.

Key Attributes

- Promote and encourage active involvement of the Loreto community particularly students in co-curricular sporting activities
- Demonstrating effective personal time management and assisting others to manage time and tasks effectively.

Typical Duties

- Manage and administer all sporting activities within the College
- Organise, coordinate and promote intra-school and inter-school sporting carnivals and competitions and encourage student participation in these events
- Ensure that the Traffic Management Plan is adhered to with respect to buses picking up and dropping off students
- Oversee the management of all volunteer and paid coaching staff and other relevant personnel to ensure that code of conduct expectations and the College standards are consistently met

Position Description

Head of Sport

- Attend and provide input at Sports Sub-Committee meetings and meetings pertaining to interschool competitions
- Be actively involved in aspects of Sports Sub-Committee projects pertaining directly to students
- Organise sports training sessions and clinics
- Undertake clerical and organisational tasks associated with the co-curricular sport
- Monitor and maintain the College's sport equipment and facilities and liaise with the Director of Finance and Business Operations as required
- Monitor, provide support and assist the coaches, teachers, parents and managers of sporting activities
- Act as the first point of contact for issues relating to sport after initial contact with the relevant coach.
- Communicate regularly with the College community in matters of sport through a variety of print, online mediums and assemblies to ensure that staff, students and parents are fully informed of the College sport program. Organise presentation and announcements, as required, for school assemblies
- Organise the College sports awards and present awards at assemblies and the Ceremony of Excellence
- Update policies and practices necessary for the College to continue to provide a quality sports program
- Ensure risk management procedures are in place for each sport
- Ensure that first aid is appropriate and available at all sporting venues
- Manage financial and material resources within the Sport's program including the formulation of budgets and the expenditure of allocated funds
- Actively participating in decision-making regarding College policies and procedures relating to sport
- Other appropriate duties as required by the Principal.

Selection Criteria

Commitment to the Catholic mission and Mary Ward ethos of Loreto College Coorparoo.
Understand the mission and values of the College and models this in practice

Commitment to the vision and strategic goals of Loreto College Coorparoo.
Understand the vision to be the leading school in the education and empowerment of young women

An understanding of Secondary School sport and youth athlete development

Demonstrated knowledge of budgeting experience

Position Description

Head of Sport

Working Conditions

- Terms and conditions are in accordance with The Agreement
- The incumbent must be able to work outside the normal hours of business operation.

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

The Head of Sport is responsible for the management of risk and compliance within the co-curricular sport program, including the oversight of risk assessments.

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of Conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.

Qualifications, Skills & Experience

Job Specific

- Tertiary qualification in Sports Management or an equivalent combination of relevant experience and/or education/training
- Current registration with the Queensland College of Teachers or current positive working with children check
- First Aid Level 2 Certificate.

Position Description

Head of Sport



Management

Management experience including:

- Ability to manage and develop cohesive staff teams
- Vision and success in the development and management of operational aspects of a high school
- Strong sense of self-awareness and the ability to use it to lead by example.

Communication and Interpersonal Skills

Excellent communication and interpersonal skills, including:

- Proven track record of working collaboratively within a team
- Excellent oral and written communication skills
- Ability to model optimism and a growth mindset
- Driven by a genuine service ethos and able to inspire the same in others
- Supportive of Loreto College's heritage and willingness to be part of the total life of the School.