

Sports Program Coordinator (ELC-12) **(Position of Responsibility)**

Position Title:	Sports Program Coordinator (ELC-12)
Reports To:	Curriculum: Director of Curriculum and Innovation Line Manager: TBC (depending on applicant)
Nature of Employment:	Full time (1.0FTE) Note: this is a Position of Responsibility alongside an existing teaching role. This Position of Responsibility is available exclusively to a successful applicant of the Junior School PE Key Teacher roles, or Secondary School PE Key Teacher role.
Classification:	Band 2, Level 1 (5 periods per week release)
Tenure:	3 years (Review in Semester 2, 2027)
Dates:	January 2025 - December 2027

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

The Sports Program Coordinator (ELC-12) is responsible for the overall vision and management of the F-12 co-curricular sports programs and the after school extra-curricular sports programs. This includes ensuring the smooth facilitation of SACSA trials, training, and supervision. This role involves providing leadership and line management to the Sports Administration Team, fostering a collaborative and supportive team environment. The Coordinator will also liaise with external organisations, parents, and school staff to ensure the successful execution of all sports programs and activities, while stepping in to assist with administrative tasks as needed. This position is responsible for working closely with the

Physical Education Key Teachers across all campuses to ensure an effective synthesis between the PE Curriculum and the broad range of sports programs across the college.

Key Responsibilities

Coordination of F-12 After School Extra-Curricular Sport

(South Plympton and Brooklyn Park)

- Lead the overall vision of the after school extra-curricular sports program across both campuses.
- Lead the Sports Administration Team to recruit and upskill various roles that outwork the running of the College's extra-curricular sports programs. This includes:
 - Team coaches for representative and weekly sport teams – as required by zone rules.
 - Team Managers to assist the coach.
 - Umpires, referees where appropriate.
 - Supervisors and people to help transport (for events that do not require a staff member to be present such as District/State/National sport trials)
- Lead the Sports Administration Team to prepare registration and nomination forms for sporting bodies, as required.
- Consult and communicate with the College Leadership team regarding the nominations of representative and seasonal weekly sport teams.

Coordination of F-12 Co-Curricular Sport

(South Plympton and Brooklyn Park)

- Working closely with the other Physical Education Key Teachers across all campuses to ensure an effective synthesis between the PE Curriculum and the co-curricular sports programs across the college.
- Negotiate and confirm arrangements with Heads of Schools and College Leadership Team for SACSA events participation.
- In conjunction with the Sports Administration Team:
 - Plan, organise, and execute sports co-curricular events and activities, ensuring all logistical and administrative aspects are handled effectively.
 - Coordinate and schedule arrangements for selected inter-school events (e.g. SACSA, SAPSASA) enlisting support from school staff and/or sports assistants to trial, coach and supervise on the day.
 - Liaise with outside sporting clubs/groups/service providers to access their services/equipment/facilities for relevant year level unit of work and or teams.
- Attend meetings, acting as delegate to SACSA Sports meetings and other sporting bodies.
- Coordinate and run mentoring programs/opportunities for College Sport Leaders.

Leadership and Development

- Provide leadership and line management to the Sports Administration Team (which includes the Sports Co-Curricular Coordinator and Sports Assistants), ensuring alignment with the overall goals and objectives of the sports program.
- Oversee and manage the administrative tasks of the Sports Administration Team, ensuring all duties are completed accurately and efficiently.
- Foster a collaborative and supportive team environment, encouraging open communication, teamwork, and professional development among all team members.

- Monitor and evaluate the performance of members included in the Sports Administration Team, offering constructive feedback and implementing strategies for continuous improvement and growth.
- Attend WHS subcommittee meetings.
- Assist in the planning of upgrading or creation of new F-12 sporting facilities on campuses.
- In conjunction with the Sports Administration Team, hold coaches and team managers meetings before seasons commence to discuss relevant policies and procedures, regular documenting of student participation for After School Sports, etc.
- Prepare and regularly monitor a sports budget to purchase and maintain equipment relevant to the F-12 co-curricular sports programs and the after school extra-curricular sports programs.
- Step in to assist with administrative tasks and other duties as needed, ensuring the continuity and success of sports programs and activities.

Working Relationships

The Sports Program Coordinator (ELC-12) would be expected to have good working relationships across the College, including but not limited to the staff listed below:

- Sports Administration Team (which includes role such as the Sports Co-Curricular Coordinator and Sports Assistants).
- Key Teachers of Physical Education (across all campuses).
- College Leadership team, including Heads of Schools.
- Director of Curriculum and Innovation.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Extra-Curricular and Co-Curricular Involvement

Expectations vary depending on the fraction of time employed:

- As part of their extracurricular requirements, Key Teachers of Physical Education contribute to the sports co-curricular programs of the college. The quantity of time required is approximately aligned with what is detailed in the College Employment and Workplace Policy.
- Key Teachers of Physical Education can voluntarily contribute to the after school extra-curricular sports program.
- Attendance at staff devotions and staff meetings.

- Attend Professional Learning sessions where necessary.
- Be involved in other co-curricular programs of the College (eg camps).

Selection Criteria

- Be a committed Christian with a strong passion for Biblically-based Christian education and deep desire to serve Jesus Christ as Lord.
- An appropriate qualification in Teacher Education, ideally with a major in Physical Education.
- Demonstrated passion and experience teaching Physical Education.
- Demonstrated ability to work positively in a team environment.
- Excellent organisational, prioritisation and time management skills.
- Strong interpersonal skills and an ability to successfully communicate through a variety of means.
- Current Teachers' Registration, valid Working With Children Check, RRHAN-EC and First Aid certification.

Submitting Your Application

Closing Date: 9:00am Monday, 30th September 2024

Application Instructions:

Expression of interest in this Position of Responsibility should accompany an application for the Physical Education Key Teacher (Junior School) role currently advertised (Job ID: 240901). Please indicate your interest in this Position of Responsibility in the cover letter accompanying your application for the Physical Education Key Teacher (Junior School) role.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au