

Head of Sport Position Description

Position purpose and objectives

The Head of Sport is a Secondary Teacher who holds an added responsibility to provide leadership to the staff and community, as per the College's virtues, policies, and Strategic Plan. This role includes leading the development of activities, planning, organising, and running intra-school activities (College carnivals, house, and lunchtime activities), and the College's participation in the inter-school, local, regional, and state sporting competitions. They will be responsible for conducting risk assessments, promoting the programs, and fostering a positive and successful learning environment for students and staff. They will work to increase student participation in sporting activities.

As a Secondary Teacher, they will be responsible for maintaining a conducive and quality learning environment, assessment, evaluation, reporting, interpersonal relationships, child safety, welfare, and discipline. They report and are accountable to the Deputy Principal/Head of Secondary in all areas of teaching and curriculum development.

Key Responsibilities

1. lead the planning, risk assessment, implementation, coordination, and evaluation of sporting activities;
2. develop professional and caring relationships with students and the College community;
3. develop a positive and effective teaching and learning environment;
4. promote and encourage participation in sporting activities to all students and staff;
5. coordinate the selection and participation of students in sporting events/programs;
6. ensure selection processes are transparent and fair;
7. oversee all communication within the College regarding the arrangements for sports programs ;
8. oversee communications with other schools and facility providers;
9. oversee and support staff involved in the coaching and management of sporting teams;
10. Ensure that the appropriate risk management and safety processes are adhered to for all sports activities;
11. represent the College at sporting network meetings;
12. actively encourage students to take part in sports programs and events, and foster House spirit;
13. develop and run a program of lunchtime activities for students to engage in;
14. encourage and empower House Captains to take active leadership in the organisation and running of House sports and other school-based sporting activities;
15. be responsible for the overall organisation and running of the College sports carnivals such as athletics, swimming, cross country, etc, including completion of risk assessments, preparing and disseminating the program for the day/event, staffing of activities and student supervision, ensuring all staff are aware of their roles and safety requirements;
16. work with the Director of Curriculum to ensure that the co-curricular sports program supports and extends the Health and Physical Education Curriculum;
17. as a classroom teacher, present subject matter using a range of teaching techniques and materials;
18. prepare, administer, and mark tests, projects, and assignments to evaluate student's progress, and record the results;
19. discuss individual progress and problems with students and parents and seek advice from the Pastoral Care team, Head of Learning Support and Inclusion, or senior teachers where appropriate;
20. maintain discipline in classrooms and other school areas;

21. participate in staff meetings, educational conferences, workshops, and other professional development and undertake personal professional development;
22. in partnership with other staff, participate in curriculum development with a Christ-centred focus and of the highest quality;
23. comply with Queensland Curriculum and Assessment Authority (QCAA) policies and procedures, with a working knowledge of the Australian Curriculum;
24. liaise with parent, community, and business groups to promote the College's sporting programs;
25. take ownership of holistic pastoral support for students: attending to educational, emotional, behavioural, social, and spiritual needs within the class group, consulting with the Pastoral Care team for necessary support.
26. perform extra duties as allocated annually. These may include, for example, yard duty, bus duty, camps, excursions, mentoring of new staff, Parent-Teacher Interviews, Open Days, Welcome Evenings, Awards Evenings, and other activities as required by the Board and Executive Leadership Team;
27. perform teaching duties as required by the Head of Department or Principal;

Administration

28. be familiar with the Staff Handbook and comply with its contents;
29. implement and comply with the College's policies and procedures;
30. contact the Head of Department before 6.30 am should they not be able to perform teaching duties that day;
31. provide formal written reports at the end of Semester 1 and 2, verbal reports of student progress at the end of Term 1 and 3;
32. provide timely formative and summative appraisals of student's progress for their benefit in learning and for parents, College management, and potential employers and providers of further education;
33. attend and contribute or present when required at staff meetings, team meetings, devotions, teaching staff meetings, and parent-teacher interviews;
34. ensure that accurate lesson attendance is kept – marking within set timeframes;
35. clarify the purpose of assessment and ensure that accurate records of formal or diagnostic student assessment are kept;
36. ensure that a duty of care is exercised at all times, through active supervision of students;
37. exercise Christian standards of stewardship in the management and care of physical resources under their disposal;
38. raise Child Protection concerns as per the College's Child Protection Policy and Procedure;
39. participate in workplace safety procedures;
40. perform duties in a manner that is without an unacceptable level of risk to their health and safety, other employees, students, or the College community in general, making risk prevention a priority;
41. to the best of the employee's experience and knowledge, provide risk management information, as requested by your supervisor;
42. report any illness, injury, hazard, near miss, or incidents and losses as soon as they are detected using the College's WHS reporting system;
43. maintain an understanding of the Workplace Health and Safety Standards of the College;
44. participate in staff training and development activities to assist in the achievement of organisational and individual/work goals;
45. maintain knowledge of the school's emergency procedures and follow them when required;
46. assist other members of the Secondary team when required;
47. convey to the public a positive image of the Freshwater Christian College and Freshwater Church;

48. demonstrate an awareness of and commitment to the College's mission, vision, and values;
49. maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
50. contribute to a pleasant work environment;
51. abide by the Statement of Faith, Code of Conduct, and all other College Policies at all times;
52. remain up to date with any changes to the Staff Handbook and any other College Policies;
53. not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
54. any other duties as designated by the Principal.

Selection Criteria

Essential

1. Appropriate tertiary qualifications in teaching.
2. Queensland College of Teachers Registration (or the ability to obtain).
3. Able to demonstrate an active sporting lifestyle.
4. A comprehensive understanding of risk management from a curriculum context.
5. Excellent organisational and time management skills;
6. Be fully aligned with the values, virtues, and Christian beliefs of Freshwater Christian College.
7. Able to affirm the College's Statement of Faith.
8. Able to comply with College policies, procedures, codes of conduct, and training requirements, including those related to work health and safety, risk management, child protection, and confidentiality.
9. Able to work with all members of the College community.

Highly Regarded

- Previous experience as a Head of Sport;
- Post-graduate qualifications.

Status

Permanent, Full Time.

Probationary Period

A six-month probationary period from the start date of employment applies.

Salary and Conditions

Above the Educational Services (Teachers) Award 2020 is based on qualifications, the role, and previous experience.

Note:

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 Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

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Authorised by	Principal
Reviewed	Every 3 years