



Position Description

Sport Co-ordinator

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

BROAD OBJECTIVE

Roseville College competes in the Independent Girls' Schools Association (IGSA) and Independent Primary School Heads of Australia (IPSHA) sporting associations as a member of the Combined Independent Schools (CIS). Roseville College has a sporting culture of both excellence and inclusion where all girls are encouraged to grow in their skills and character through engagement. The Sports Co-ordinator plays a significant role in leading and facilitating the broad range of sporting opportunities that are offered at Roseville College. The Sport Co-ordinator works closely with the Director of PDHPE and Sport and the Assistant Head of Sport to ensure all girls have the opportunity to participate and thrive throughout their journey at the College.

KEY RELATIONSHIPS

Assistant Head of Sport

Director of Academic Operations

Deputy Principal

REPORTS TO

Director of PDHPE and Sport

DIRECT REPORTS

Sport Coaches



Sport Co-ordinator

KEY RESPONSIBILITIES:

Sport Leadership, Growth and Excellence

- Leadership and administration of assigned sports and activities across the year within the IGSA structure, including on Saturday.
- Recruit, develop and lead coaches in the implementation of coaching excellence within each sport.
- Lead the trial and selection process for each sport in an inclusive and fair fashion.
- Provide analysis and improvement strategies to enhance performance, growth, and engagement for students of all abilities.
- Maintain high expectations of student behaviour and participation specific to attendance, punctuality, uniform, and manner.
- Train coaches in the expectations and vision of Roseville College sport.
- Lead all coaches in adhering to College guidelines, policies, and procedures.
- Ensure adherence to child protection policy.
- Represent Roseville College in the wider community at IGSA and IPSHA meetings, carnivals, and presentations where appropriate.
- Ability to organise and run events.

Sport Administration

- Manage student registrations, training schedules, venue and bus bookings and transport arrangements for assigned sports.
- Ensure staff attendance and supervision at all training and competitions.
- Communicate effectively to all stakeholders in a timely fashion to ensure the smooth operation of each sport, managing information channels in a timely manner.
- Produce regular communications to be published in the College Newsletter.
- Keep thorough records.
- Complete College incident reports when appropriate.
- Coordinate events related to assigned sports.
- Maintain sport specific data via a variety of software platforms used by the College including, Edumate, Clipboard and Canvas.
- Ensure accurate timesheets are submitted for coaches on a fortnightly basis.
- Participate in the organisation and implementation of Roseville College sporting carnivals and events.
- Ability to manage the workflow and proactively resolve issues in an efficient manner.
- Highly organised with excellent attention to detail with the ability to identify priorities.

ADDITIONAL RESPONSIBILITIES

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

GENERAL

- Use your knowledge, skills, and passion for girl's sport to further the College program and student experience.
- Support the mission and values of the College
- Work collaboratively with all members of the PDHPE and Sport Department, the broader staff body, and the Roseville College community, including regular communication and interaction with parents.

*Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first.
All appointments at Roseville College are subject to Child Protection Legislation.*

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Sport Co-ordinator

- Maintain the highest professional standard and reputation of Roseville College.
- Ensure personal safety and the safety of colleagues, students, and visitors by complying with the WHS policy.

CHILD SAFETY

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

RISK AND COMPLIANCE

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

ESSENTIAL ATTRIBUTES

- Professional certification in sport administration or related areas is desirable.
- Actively supportive of the Christian mission and values of the College.
- Ability to lead and work in a team.
- Demonstrated integrity, commitment, and ability in a similar role.
- Exceptional interpersonal and communication skills.
- Leadership, coaching, and supporting abilities.
- Collegial and collaborative.
- Excellent planning and organising.
- Attention to detail.
- Approachable.

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