



Position Description

Sport Coordinator

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

- Join Roseville College in a permanent, full-time role within a vibrant and supportive independent girls' school.
- Coordinate a diverse portfolio of sports across the year as part of the College's IGSA sporting program.
- Become part of a welcoming and collaborative community where your expertise is valued and your work has a meaningful impact on students.
- Play an active role at training sessions, competitions and Saturday matches, with time in lieu provided during the week.
- Support a dynamic sports program offering a mix of before- and after-school training and Saturday morning sport across multiple venues.

BROAD OBJECTIVE

Roseville College competes in the Independent Girls' Schools Association (IGSA) sporting association and is a proud member of the Combined Independent Schools (CIS). The College fosters a sporting culture that values both excellence and inclusion, encouraging every girl to develop her skills and character through active wholehearted participation. The Sport Coordinator plays a pivotal role in leading and managing the diverse sporting opportunities available at Roseville College. Working closely with the Head of Sport, the Sport Coordinator ensures all students have the chance to engage, grow, and succeed throughout their sporting journey. This position is responsible for overseeing the planning, coordination, and administration of the school's sporting programs, guaranteeing smooth operations from pre-season preparations to post-season reviews. The role demands strong organisational, communication, and leadership skills to effectively manage trials, grading, team logistics, coach coordination, and ongoing development within the sports program.

KEY RELATIONSHIPS

Director of Co-Curricular

Sport Coordinator

Co-Curricular Administrator

Sport and Co-Curricular Staff

Sport Coaches

Students

Parents

REPORTS TO

Head of Sport

DIRECT REPORTS

Nil

KEY RESPONSIBILITIES:

Sport Development and Excellence

- Foster a passion for sport across the College with enthusiasm and a desire for excellence and inclusive participation.
- Apply knowledge, skills, and passion for girls' sport to further the College program and student experience.
- Ensure the delivery of an engaging sporting program for all students aligned with the College's sporting philosophy and goals.
- Create a positive and inclusive environment for all students to be physically active and engaged with the Co-Curricular Sport offering at the College.
- Cultivate a culture of excellence that supports the skill development and improvement of all players throughout each season.
- Adhere to all training, process and procedural requirements of the College and sport program, and supporting coaches to meet expected standards.
- Support the development of coaches aligned with the expectations and vision of Roseville College sport.
- Ensure all coaches adhere to College guidelines, policies, and procedures as outlined through the induction process and escalate matters regarding or related to coaching staff directly to the Head of Sport.
- Demonstrate commitment to effective working relationships, and to developing staff morale, harmony and teamwork.
- Maintain high expectations of Roseville College student behaviour and participation specific to attendance, punctuality, uniform, and manner and escalate matters promptly to the Head of Sport.
- Encourage and support students in their choice of sport selection and demonstrate a cohesive approach that values the holistic and best interest of the student.
- Collaborate with Co-curricular and PDHPE staff to enable the success of all offerings and programs and effective use of College spaces and resources.
- Work collaboratively with Sport colleagues to support the successful delivery of sports carnivals in Athletics, Cross Country and Swimming.
- Represent Roseville College and its interests with professionalism in the wider community at IGSA and other relevant sport association meetings.

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Sport Coordination and Administration

- Administration of assigned sports and activities across the year within the IGSA structure.
- Demonstrate attention to detail and exemplary organisational skills to ensure the smooth and effective operation of sports activities and communication with students, parents and colleagues.
- Prepare and provide student registration information to the Head of Sport.
- Plan and schedule trials to ensure team selections are completed prior to due date of IGSA entries.
- Lead the trial and selection process for each assigned sport, in an inclusive and fair fashion including sourcing independent selectors at all trials.
- Be able to provide feedback to all families based on student performance at trials to support team selections, when requested.
- Create team lists based off trial information and submit to IGSA in a timely manner.
- Prepare for and attend IGSA grading and post season meetings for assigned sports.
- Liaise with the Head of Sport to appoint, direct, train and supervise sports coaches for each assigned sport.
- Secure and onboard new coaching staff as per College processes and ensure they are compliant with all College Child Safety requirements.
- Contact and allocate appropriately skilled coaches for all relevant teams, in collaboration with the wider Sport and Co-Curricular Departments. Allocations should be made considering the skillset and experience of the coach and what is in the best interest of the College.
- Liaise with the Head of Sport to finalise training schedules, venues, bus bookings and transport arrangements for assigned sports.
- Manage the logistics and operations of hosting a home venue for assigned Sports, including staffing of officials.
- Plan and communicate training expectations and plans with registered students and their families, including publishing team lists in the final two weeks of Term via Clipboard.
- Create kit bags (first aid kits, balls, whistles, ice packs) and ensure these are distributed to coaches and then returned and accounted for at the end of each season.
- Attend, supervise and actively engage with students and parents each Saturday morning ensuring equity and visibility at matches of all teams throughout the season (time in lieu during the week is provided for Saturday work).
- Ensure staff attendance and supervision at all training and competitions including bus duty.
- Provide active supervision at training sessions both on and off-site for assigned sports as per the direction of the Head of Sport.
- Communicate effectively to all stakeholders in a timely fashion to ensure the smooth operation of each sport. Making sure that Clipboard schedules are up to date for both training sessions and scheduled games.
- Monitor player numbers and manage student absences to ensure adequate weekly team coverage through Clipboard.
- Maintain regular contact with coaches to ensure program consistency and support.
- Prepare sport-specific reports for the College Newsletter and other College publications as required.
- Distribute and manage player profile feedback forms to coaches before the season ends.
- Complete injury reports through Clipboard as required and support coaches to complete this process immediately following the incident.

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- Maintain accurate sport specific data regarding participation and attendance via a variety of software platforms used by the College including, Edumate and Clipboard.
- Ensure accurate timesheets are submitted and approved for coaches on a fortnightly basis through Clipboard.
- Working with the Captain of each assigned sport to ensure they are at trials, games throughout the season and submit a final report for the annual Rosevillian publication.
- Work collaboratively with the Head of Sport to select the most appropriate students to nominate for IGSA representative team trials and attending these trials where possible.
- Submit and manage Variation to Routine (VTR) requests for all representative team trials and pathways to ensure events are correctly recorded in the school calendar in a timely manner and to manage attendance and parent permission.

School Community

- Maintain the highest professional standard and reputation of Roseville College.
- Represent the School positively and proactively.
- Promote unity and wellbeing within staff; communicate and address concerns appropriately to school leaders.
- Interact positively with all members of the school community.
- Welcome parents and visitors wherever possible and appropriate.
- Participate fully in the wide range of special events and co-curricular activities that comprise the life of the School.
- Maintain confidentiality and respond professionally and sensitively to students and their families.
- Demonstrate loyalty to College leadership and publicly support their decisions.

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.

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.
- Ensure personal safety and the safety of colleagues, students, and visitors by complying with the WHS and Psychosocial Safety policy.

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QUALIFICATIONS, SKILLS AND EXPERIENCES

- Demonstrated experience in sports coaching or coordination, including experience in team-sport environments.
- Demonstrated experience supporting coaches to deliver safe, consistent and high-quality coaching practices.
- Sound knowledge of training, competition, team-selection processes and age-appropriate student development in a school or community sport setting.
- A relevant qualification in sport management, sport administration, physical education or a related field, and/or recognised coaching accreditation, highly desirable.
- A current NSW driver licence, or the ability to meet the inherent travel requirements of the role.

ESSENTIAL ATTRIBUTES

- Actively supportive of the Christian mission and values of the College.
- Demonstrated integrity, commitment, and ability in a similar role.
- Collegial and collaborative and able to work well in a team.
- Adaptable and able to work well under pressure.
- Ability to manage workflow and identify priorities.
- Flexible and responsive to change.
- Exceptional interpersonal and communication skills.
- Leadership, coaching, and supporting abilities.
- Highly organised with excellent attention to detail.
- Collegial and collaborative.
- Approachable.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).