



Position Title:	Head of Club Sport
Prepared:	August 2024
Reports to:	Director of Cocurriculum
Prepared by:	Director of People and Culture

Position Purpose

The Head of Club Sport is responsible for planning, organising and evaluating the club sport programs within the St Leonard's College optional sport program, as well as having a presence at competitions throughout the week and weekends.

The role also includes:

- responsibility for overseeing all aspects of club sports coaching, including supporting head coaches
- organisation and involvement of parent volunteers as required by various sporting associations
- development of club sports opportunities to benefit student participation and school promotion

Key relationships with associations, universities, umpiring and coaching bodies are expected to be developed.

Position Status

This is a permanent full-time role and includes six weeks' annual leave to be taken within each year at suitable times in College deemed term breaks.

Working Relationships

The Head of Club Sport will oversee the Head Coaches of the associated sports as well as all other club sports that are offered to students at the College.

Working relationships will exist with all teaching staff, casual sport coaches and administration in the College. In addition, there are working relationships with:

- Head of Sport – responsible for the compulsory inter-school competition with the College
- College Sport Administrator – responsible for the administration of the compulsory sports program and provides administrative support for the cocurricular program
- Club Sport and Cocurricular Administrator – responsible for the administration of cocurricular/optional sports programs
- Basketball Administrator – responsible for the administration of Southern Basketball Association compliance, registration and eligibility for all teams
- Head of Learning – responsible for all HSES academic programs
- Other Heads of Cocurricular Programs (i.e. Head of Music)

Key Roles and Responsibilities

- Provide leadership and strategic direction to the school-wide program of club sport participation, from ELC to year 12 students
- Lead and actively promote the club sport competition programs in support of the cocurriculum
- Create and maintain an inclusive, positive culture that enhances sports participation from both a performance and participation philosophy
- Deliver a consistent program of participation across all sports, including training, structures and student leadership
- Organise students into appropriate sports teams and ensure that they are safely prepared for competitions
- Assess and promote opportunities for students to engage in sport activities
- Engage suitable casual sports coaches in consultation with Human Resources
- Appoint and induct parents as volunteer team managers where necessary (e.g. SBA Basketball)
- Lead and develop coaches in professional learning
- Oversee and manage the overall administration of the sports program
- Have a physical presence at team training, competitions and fixtures across all club competitions
- Liaise with external parties, such as universities, to develop and promote programs
- Attend and organise meetings as necessary and required
- Any other tasks as deemed appropriate

Other Functions and Responsibilities

Including but not limited to the following:

- ability to inspire and excite young people
- ability to be a role model for young people
- manage and maintain positive working relationships
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents, teachers and professional bodies
- excellent organisational, planning and time-management skills
- ability to seek feedback and apply it to improve coaching performance
- experience and knowledge in coach and program development
- experience and knowledge in 'accelerated' and 'talent' programs
- thorough understanding of skill acquisition from early learning to late adolescence – motor learning and motor development

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.