



## Role Description: Junior Sports Assistant

**Responsible to:** Director of Sports

**Functional Relationship with:** Sports Coordinator  
 Teachers  
 Sports Coaches and Managers (Staff/Parents/Students/Community Volunteers)  
 Community Sports Organisations including Regional Sports Trusts  
 Clubs and wider community groups

### Purpose and Primary Objectives

To provide effective and efficient management and coordination of the college's sports programme with particular focus of the Year 7&8 levels, leading to:

- Quality, well organised sports programmes that meet the various needs and interest of all students
- Enhancing the profile of sport at the college and within the school community
- Encourage high levels of student participation and achievement in sporting competitions, events and recreational opportunities
- Provide a safe and enjoyable sporting environment for all students

### The Junior Sports Assistant will

Effectively manage and coordinate the school's sports programme by being proficient in these key tasks:

- Programme Coordination
- Administration
- Communication
- Marketing and Promotions

### Key tasks:

PROGRAMME COORDINATION Key Tasks	Expected Outcomes
To develop robust sporting programmes in a variety of sports with major focus on the Junior Sport Programme	Sporting Programmes are planned and implemented; parents and community are utilised to construct sporting programmes that have depth of student and parent involvement; these programmes have sound coaching and administration, effective and advanced communication, and coordination with all involved parties.
To plan, coordinate and organise competitive sports opportunities, e.g., season weekly competitions, AIMS games, one day tournaments etc. for years 7&8	Coaches, Managers and/or Teachers in Charge are identified to support the Junior Sports Assistant in each of the sports codes and teams; conduct musters, coordinate with coaches any sports trials and ensure team selections are carried out; ensure communication to students and parents regarding transportation requirements; event, competition and financial information are effectively communicated.
Organise and coordinate casual/recreational sporting activities to target students who are not engaged in competitive sport	Recreational sporting activities are identified, developed and effectively implemented to all students.
Assist in the organisation of the various sporting events and areas within the school's programme	Planning and implementation of school events, e.g., athletics, cross country, house competitions, sports awards etc.; future developments/opportunities are identified, developed and implemented.

<b>ADMINISTRATION Key Tasks</b>	<b>Expected Outcomes</b>
Data entry for a variety of areas in sport and student file management	Access student information using Kamar (student management system); is competent with ICT; including Microsoft Office programmes and Windows; documentation is of high quality (letters, website, newsletters).

<b>COMMUNICATION Key Tasks</b>	<b>Expected Outcomes</b>
Sporting opportunities are communicated to all key stakeholders	Effectively communicates registrations, draws/schedules (including changes), event information to students, parents and staff in a timely and manner; attends Year 7&8 assemblies to promote sporting opportunities and acknowledge student success (certificates, awards etc.); is visible at whole school assemblies and special character events; will network and encourage volunteer interest to support sport and physical recreational activities; is familiar with the sports handbook and guides personnel support in the voluntary roles and expectations.
The school's code of conduct, values and expectations are effectively communicated to all students and key stakeholders	Students involved in sporting/recreational activities are seen to live the Sancta Maria College values and Special Catholic Character ethos; has high standards of behaviour and appearance during events; parents/volunteers are respectful and model the Sancta Maria College ethos; the Code of Conduct is understood and observed by all involved; is familiar with the reporting procedure where there is an incident/conflict.

<b>MARKETING AND PROMOTIONS Key Tasks</b>	<b>Expected Outcomes</b>
Celebrate and promote student, team and volunteer success and significant milestones in sport	Recognition and celebration procedures are implemented consistently and fairly; achievements of teams and individuals (students, staff, parents included) are recorded and recognised or published appropriately; the participation of sports teams involved in tournaments, major events and regular competitions is promoted and celebrated.

***Limitations of Authority***

*Changes to procedures or routines must receive prior approval from the Principal. The Principal may make changes at any time in consultation with yourself, Deputy Principal and the Sports Director.*

**Conditions of Employment**

***Hours of Work:***

Fixed Term | Part Time | 20 hours per week | School hours (flexible) | Term Time Only with additional hours in school breaks as negotiated with Sports Director prior to term breaks.

***Rate of Pay:***

Employment conditions are in accordance with the Support Staff in Schools Collective Agreement: Grade C, Step 11: \$21.65 per hour.