

Role Description: Sports Coordinator



Responsible to Director of Sport

Functional Relationship with Sports Administrator / Coordinator
Sports Volunteers (coaches, managers, umpires etc.)
Staff/Teachers
Regional Sports Organisations and Sports Trusts
Clubs and wider community groups
Principal & Senior Leader overseeing Sport)
Board of Trustees

Purpose and Primary Objectives

To provide effective and efficient management and coordination of the college's Year 7-13 sports programme, 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 excellence in sporting competitions, events and recreational opportunities
- Provide a safe and enjoyable sporting environment for all students

The Sports Coordinator will

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

- Programme Coordination
- Communication
- Marketing and Promotions
- Administration

Key Tasks	Expected Outcomes
To develop robust sporting programmes in a variety of sports with major focus on the college sports 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, one day tournaments etc.	Coaches, managers and/or teachers in charge are identified to support the Sports Coordinator 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.

Key Tasks	Expected Outcomes
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 group Deans 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.
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.
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).

Limitations of Authority

Changes to procedures or routines must receive prior approval from the Director of Sport or Principal.

Conditions of Employment

This is a Permanent, Full-Time position of 40 hours per week (8.00 – 4.30 daily). Extra flexibility will be required (including some Saturdays/Sundays and work beyond 4.30pm on some days) in order to complete work for sports tournaments as well as meet some of the key tasks outlined in the role description. These hours will be negotiated prior to end of each term and nearer to the sport events in consultation with the Director of Sport.