



PRIMARY SPORTS COORDINATOR POSITION DESCRIPTION

TENURE: TERMS 1-3 2020

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Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community. Teachers at Marymede Catholic College are appointed by and responsible to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes. The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)* and the Australian Institute for Teaching and School Leadership. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement. The teacher must also hold a current VIT Registration and will have some teaching commitments.

The Primary House and Sport Coordinator is responsible for the effective co-ordination of the Primary Sports Program, the College's involvement in inter-school sporting competitions and the strengthening of students' House spirit. The Primary House and Sport Coordinator supports the development of the Health & Physical Education Curriculum in Prep to Year 6.

Organisational Relationships

- Reports directly to the Principal.
- Works in conjunction with the Sport Domain Leader (7-12) & Cultural Co-Curricular Coordinator P-12 to develop and strengthen co-curricular offerings in the College
- Works in conjunction with the Deputy Principal Staff & Operations P-12 to ensure all staff are actively involved in the co-curricular program and regarding scheduling and organisation around sports programs.
- Works with the Directors of Students (P-4), (5-8) and (9-12) to ensure student involvement in the Co-Curricular Program
- Liaison with Inter-school sports associations.
- Oversees sports coaches and Primary Sports Assistant.

Duties:

Sports Program

- Leading and managing the House and Sport Programs in the Primary Years in collaboration with the Primary Year Leaders and teachers.
- Overseeing the process for selection of Primary Years students in all Inter-school sports events, ensuring that the selection process is open and transparent and clearly communicated to all stakeholders.
- Organising staff members to coach the Inter-school sports teams.
- Responding to teacher and parent concerns related to House and Sport matters.
- Maintaining and organising sports equipment.
- Managing the Sport Budget.

House

- In conjunction with the Directors of Students (P-4) & (5-8), planning, organising and leading the annual Primary House Athletics Carnival, Marymede Day House activities etc.
- Developing and promoting House spirit and allegiance among the students and parent community.

Health & Physical Education Curriculum

- Supporting teachers in the development of the Health & Physical Education Curriculum P-6.
- Supporting Health & Physical Education programs including the Perceptual Motor Program.

Health & Safety

All staff are expected to

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.