



Mount Alvernia College

Mount Alvernia College

POSITION TITLE: Head of Sport

ROLE STATEMENT:

Staff members of Mount Alvernia College work together to drive the strategic imperatives of our College Strategic Plan within our Franciscan tradition. In doing so, the **Head of Sport** works alongside members of the extended College Leadership and teaching staff to support the educational wellbeing and operations of the College. The **Head of Sport** works with colleagues to uphold the faith, values, reputation, and professionalism of our learning community.

Educational Wellbeing at Mount Alvernia College recognises the intrinsic link that exists between wellbeing and learning for all students. Educational Wellbeing accepts that exceptional student care will only be possible when the best elements of pastoral and academic support interconnect. Sport has a very important role to play in educational wellbeing at Mount Alvernia College.

CHARACTERISTICS

Competency at this level involves the use of initiative in self-directed development and application of expert knowledge with extensive recognised expertise in some areas. Duties of an innovative and/or critical nature are undertaken without professional direction and initiative is exercised in the application of professional practices. Significant discretion and independent judgement are required within constraints set by management.

CAPABILITIES

The **Head of Sport** will demonstrate the following capabilities and dispositions:



Mount Alvernia College

- Highly developed professionalism including: good communication skills, presentation skills, emotional intelligence, collegiality, initiative, patience, problem-solving, conflict resolution, professional discretion.
- Excellent teamwork and an ability to lead a team.
- A capacity to work within the complexities and demands of a secondary school environment, including high levels of personal and professional resilience.
- An ability to work with ambiguity and the need to adapt to a changing environment.
- An ability to accept and respond to relevant and appropriate feedback in the spirit of ongoing professionalism and improvement.
- An appetite to grow and develop new skills and to be professionally developed as the role requires.

KEY RESPONSIBILITIES

The Head of Sport works as part of the extended leadership team of the College and ensuring that high quality Sports programs and opportunities are available to all students of Mount Alvernia College.

Leading the Sports Program

- Understanding the relationship of the college vision and mission with policy and practice to lead the planning of sports programs that are aligned with this vision.
- Modelling the Franciscan values in leadership actions, processes and relationships.
- Strategically plan and develop the College Sporting Program that includes both competitive and recreational sporting opportunities and is informed by the college strategic vision, student need and a commitment to CaSSSA and other associated and relevant sports organisations and bodies.
- Work with the Deputy Principal – Student Development and Wellbeing to actively promote student participation and commitment to the College Sports Program.
- Routinely review the College Sports Program, using participation, engagement and success data as well as students and parent surveys to inform practices.



- Keep abreast of best practice in girls' sport through on-going professional learning, reading and research and providing for the professional learning of staff in line with current best practice.
- Provide leadership, collegial support and encouragement to teachers/coaches/volunteers in the development and implementation of a variety of best practice coaching and management strategies.
- Lead and supervise teachers and outside coaches engaged in the program to ensure a high standard of coaching.
- Provide a role model of successful coaching and ensuring any behavioural issues are followed up effectively with Heads of House.
- Coach and manage teams as required.
- Line manage the Sports Department Team.

Community Partnerships

- Develop and maintain a productive and supportive network of relationships with staff, students, parents and the wider College community.
- Maintain a professional profile through membership of professional associations and an on-going professional development appropriate to the role.
- Regularly communicate with stakeholders (students, parents, school staff, other schools, outside venues, sports bodies) promptly and appropriately to ensure the smooth operation of the program.
- Engage as the College representative at CaSSSA for Sports and Grading Meetings
- Represent the college in attendance at relevant meetings for school sports competitions and affiliations.
- Liaise with brother school Padua College in relation to Mount A students who are part of our shared swimming club - United Swimming Club Kedron.
- Seek external partnerships which may be of benefit and/or interest to the development of groups or individual students.



- In collaboration with our Head of Futures and Partnerships, liaise with students and families who are seeking post school opportunities for Sporting scholarships interstate and overseas.
- Assist the College Leadership Team with advice and input into the development and masterplanning of the Mount Alvernia and Padua College 'shared precinct' process.
- In consultation with the Faculty Staff – Health Sciences, maximise the involvement of Certificate II in Sports Coaching and Certificate III in Fitness students in the sports program.
- Provide opportunities for future students to be involved in college sports activities and programs in the year/s prior to their commencement.
- Provide opportunity for holiday training programs/camps, as appropriate.
- Promote and provide opportunities for staff to use and access to the college sporting facilities and programs, including but not limited to the college gymnasium, pool, bootcamp and fitness programs.
- In conjunction with the Deputy Principal of Staff and Organisation, support opportunities for staff wellbeing and physical activity initiatives.

Organisational Leadership

- Manage and administer all sporting activities within the College; including but not limited to – CaSSSA Fixtures, Interhouse and Interschool Carnivals, Social Sporting opportunities, Representative Carnivals, High Performance camps and opportunities.
- Organise and oversee the trials and composition of teams for all CaSSSA codes each term.
- Liaise with, direct and support the College House Captains in conjunction with the Heads of House.
- Promote and encourage active involvement of staff in co-curricular sporting activities.
- Undertake clerical and organisational tasks associated with the Sport program including the ongoing maintenance and input of the Clipboard Management System.



- Monitor and maintain the College's sport equipment, storerooms and facilities and liaise with the Business Manager as required.
- Attend uniform committee meetings as relevant in keeping College Branding Protocols.
- Act as the first point of contact for issues relating to sport after initial contact with the relevant coach.
- Communicate regularly with the College community through a variety of mediums; newsletters, social media and assemblies to ensure that staff, students and parents are fully informed of the College sport program.
- Organise presentations and announcements, as required, for school assemblies including the College's annual Celebration of Excellence and Celebration of Sport Assembly.
- Oversee the MtA Sport Instagram Account and work with the Engagement, Marketing and Communications Officer to ensure that Sport is widely promoted in our college community.
- Formulate and annual budget in keeping with the strategic aims of the College.
- Manage financial and material resources within the Sport Program including the effective expenditure of allocated funds.
- Demonstrate effective personal time management and assisting others to manage time and tasks effectively.

Risk and Compliance

- Collaborate with Deputy Principal of Staff Development and Organisation and Human Resource Officer to support recruitment, induction, training and retention of sport coaches to ensure all sports and teams are appropriately staffed.
- Collaborate with Risk, Compliance and HR Officer to ensure volunteer and paid coaching staff consistently adhere to code of conduct expectations and the College standards including all Complispace training modules.
- Complete all college risk assessments as required ensuring that all risk management procedures and policies are in place for each sport and are updated regularly.



- Ensure that the Traffic Management Plan is adhered to with respect to buses picking up and dropping off students.
- Adhere to all safety practices in relation to sport and recreation as outlined in the CARA (Curriculum Activity Risk Assessment) guidelines.
- Ensure that first aid is appropriate and available at all sporting events.
- Oversee the staff induction in use of the college facilities, including the college gym.

Other

- Actively promote our rich Sport Program through the coordination of displays, presentations and activities at the Annual College Open Day, Transition and Orientation Days and evenings and parent evenings where applicable.
- In collaboration with the CLT, plan and coordinate and oversee overseas/interstate sporting tours when applicable.
- Meetings as required with the Business Manager and Deputy Principal of Staff Development and Organisation to review events and/or resources as required.
- Any other relevant duties as requested by the Principal.

KEY STAKEHOLDERS

- Sports Coordinator
- Sports Coaches and Teachers
- Deputy Principal of Staff Development and Organisation
- Deputy Principal of Student Development and Wellbeing
- Business Manager
- Heads of House
- Risk, Compliance and Human Resource Officer



Reporting Relationships

The Head of Sport reports to the Deputy Principal of Staff Development and Organisation and the Business Manager as applicable.

Qualifications

- Tertiary qualification in Teaching or Sports Management Qualification or an equivalent combination of relevant experience and/or training/education.
- Experience and/or understanding of adolescent sports programs/girls' sports programs an advantage.
- Current registration with the QCT or current Blue Card.
- Coaching Accreditations, as relevant
- First Aid Level 2 Cert
- Motor Vehicle Licence (Medium Rigid) an advantage, but not essential.

Hours:

Full Time position (52 weeks) of 38 hours per week Monday to Friday, with a flexibility of daily hours due to the nature of the position. Extra hours required during term time may be taken as time in lieu at times agreed by the Principal, normally College student vacation periods. Some weekend and school vacation work will be required as part of this role.

This role remunerated at a Level 7 School Officer role,

Feedback and Review

From 2023, a review meeting will be undertaken annually line managers.

The Head of Sport is remunerated in accordance with the R/PJP *Catholic Employing Authorities Single Enterprise Collective Agreement, Religious Institute Schools Queensland 2019 – 2023*

