



ST MARY'S COLLEGE

ROLE DESCRIPTION

Position Title	Director of Sport
Reports to	Principal / Deputy Principal
Term of position	3 Year Appointment – POL 2, 8ppc
Date Edited by	2020 Principal

St Mary's College is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the EREA Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of St Mary's College, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

Key Responsibilities:

The Director of Sport shall be responsible for the overall planning, management and implementation of the College's entire sports program. The focus of the College's sports program is to maximise participation opportunities for girls and boys and the teaching of values consistent with the mission of the College. The program should foster a culture where all students are encouraged to strive to achieve their best regardless of their personal ability levels or level of representation.

The Director of Sport should liaise closely with the Principal and Deputy Principal on matters such as fixturing, uniforms and training schedules. Major tasks of the Director of Sport will be the development of a three-year Strategic Plan that outlines plans for the future development of sport at St Mary's College. This Strategic Plan should include pursuing opportunities within and beyond the College for the planning of a St Mary's College Sporting Academy and specifically develop options for sporting opportunities for girls. Engaging external agencies, sporting clubs and the wider community should be considered as part of this strategic plan.

Professional Conduct

- Being familiar and compliant with, and proactively supporting the implementation and communication of College Child Safe policies, procedures, measures and practices including, but not limited to, the Child Protection and Child Safety Policy, Reportable Conduct Scheme, Mandatory Reporting, Staff and Student Professional Boundaries Policy, the St Mary's College Child Safety Code of Conduct and the EREA Code of Conduct, and the timely completion of all required child safety training and other requirements.
- Actively contribute to the College Child Safe culture.
- Represent the College to students, parents, professional bodies and the wider community in a professional manner.
- Attend school events, including meetings, services, assemblies, sporting events, masses, community and faith days as required by the Principal.

- Attend College Professional Learning and Faith Development days.

Specific responsibilities of the role include:

- Pursue opportunities for all students to participate in competitive sport in ACC, CGSAV and alternate competitions with a particular focus on options for girls.
- Work strategically to raise the profile of sport in the College community.
- Promote the positive health aspects of sport participation within the school community.
 - In conjunction with the Principal, select and appoint staff coaches.
- Organise and administer ACC, CGSAV and alternate teams, booking of venues and payment of officials.
- Book transport for all sporting fixtures.
- Represent St Mary's College at ACC Director of Sport and other meetings as necessary, and liaising with Directors of Sport to respond to coaching or student issues.
- Organise ACC, CGSAV and alternate squads and coaches for Carnivals.
- Coordinate the St Mary's College Carnival Program in Swimming, Athletics and Cross Country.
- Attend all Carnivals, Director of Sport and ACC meetings.
- As part of ACC's rotation policy direct and lead ACC Carnivals.
- Inform appropriate Leadership Team members regarding ACC policy matters and issues that arise.
- Collate, report and publish weekly results.
- Contribute to the annual College calendar.
- Contribute newsletter articles regarding sport achievements and coordinate coaches to contribute to the annual LOQUAX (college magazine) page.
- Distribute and collect sport uniforms to/from students. All students and coaches representing the College should be presented in a manner consistent with the professional approach the College takes to conducting all curricular and co-curricular programmes.
- Organise St Mary's College sporting team photographs.

Finance & Equipment

- Preparing annual budget for all expenditures.
- Purchase all ACC and CGSAV equipment.
- Store, distribute, collect and maintain sporting equipment.
- Perform annual stock-take of all ACC and CGSAV sports equipment.

Undertake any other duties as requested by the Principal and the Deputy Principal that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2018* (VCEMEA).

Support Staff

The Director of Sport will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Director of Staff
- HPE Staff
- St Mary's College teaching staff