



## Sport Leader

<b>Reports to:</b>	Deputy Principal: Staff & Operations
<b>POL Level</b>	3
<b>Time Allowance:</b>	20 periods, per cycle (0.42)
<b>Tenure:</b>	2025 - 2027

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Sport Leader, are aimed at supporting the growing, learning person: the young people whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

### COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

### THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young people and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



## OVERVIEW

The College embraces a learning culture where excellence in the spiritual, academic, cultural and co-curricular areas is encouraged, recognised and celebrated. Relationships are the cornerstone of learning at Thomas Carr College and are central to the community's wellbeing.

The College's Sports Program reflects these value and aims to provide the opportunity for our students to participate in various sporting activities and to showcase their talents.

The position of Sport Leader is an important leadership position within the College in supporting the Principal and community to enact the mission and vision of the College.

Thomas Carr College is a member of the Sports Association of Co-educational Catholic Secondary Schools (SACCSS). Our sports program is an integral part of the College's co-curricular program and life of the College. The prime responsibility of the Sport Leader is to oversee the College's SACCSS sporting program and to provide opportunities for students to participate in the various sporting activities and major College sporting carnivals such as Swimming and Athletics.

## KEY RESPONSIBILITIES

### SACCSS EVENTS

- Be responsible for the College's involvement in the SACCSS program at all year levels including all relevant competitions and tournaments.
- Foster a climate, which encourages students to participate in the College's SACCSS program across all year levels.
- Communicate with key staff including the Deputy Principal: International & Community Connections and Director of College Operations all calendared SACCSS events.
- Working closely with the Sports Assistant and staff from other schools involved in SACCSS, co-ordinate the organisation of SACCSS fixtures and venues.
- Working closely with the Sports Assistant, plan, organise and co-ordinate the participation of students in SACCSS events including the implementation of the SACCSS Code of Ethics and Behaviour and communication to families.
- Liaise with the Deputy Principal: Staff & Operations to oversee the staffing of all SACCSS events including emergency staff to cover any absent staff.
- Represent the College at SACCSS (Heads of Sport) meetings.
- Arrange for annual awards to be presented at College assemblies and other College events to recognise student involvement and achievements at SACCSS events.

### COLLEGE EVENTS

- Be responsible for the annual Swimming, Athletics and Cross-Country school carnivals.
- Working closely with other key staff, oversee and co-ordinate all House carnivals and other activities in the lead up to major school carnivals.
- Working closely with key staff and House Captains foster a climate, which encourages students to participate in the College's major sporting carnivals such as Swimming and Athletics.
- Liaise with the Director of College Operations to oversee the allocation of staffing for the College's major sporting carnivals such as Swimming and Athletics.
- Working closely with the Sports Assistant and other key staff oversee the booking of venues and all other requirements related to the planning and review of the annual Swimming, Athletics and Cross-Country school carnivals.



- Arrange for annual awards to be presented at College assemblies and other College events to recognise student involvement and achievements at the Swimming, Athletics and Cross-Country school carnivals.

### **STAFFING**

- With support from the Deputy Principal: Staff & Operations, be responsible for the employment and management of SACCSS Coaches that form part of the College's SACCSS program.
- With support from the Director of Staff Growth, oversee the induction program for all new SACCSS Coaches employed by the College.
- With support from the Director of Staff Growth, be responsible for providing professional learning opportunities for College staff and SACCSS Coaches to maintain their coaching accreditation and to build their capacity as coaches.
- Liaise with the Executive Assistant to the Deputy Principal: Staff & Operations to allocate all new staff a HOUSE.

### **ADMINISTRATION**

- Work with other key staff to develop and maintain a system for recording student participation in all SACCSS events and other House activities to recognise individual student achievements that contribute to House Points.
- Oversee and manage the annual Sports budget.
- Working closely with the Sports Assistant, purchase and prepare equipment for all SACCSS fixtures and College sporting events including uniforms as per the College Style Guide.
- Working closely with the Sports Assistant, oversee the documentation of all the required Risk Assessments and other requirements for the approval of all SACCSS fixtures and major College carnivals.
- Monitor the behaviour of students participating in SACCSS and other sporting activities.
- Works in conjunction with the SACCSS Executive Officers to plan and implement allocated convening duties.
- Co-ordinate the organisation and presentation of all sport awards including attendance at SACCSS Awards.
- Contribute to College publications including online platforms to promote the College's Sport program.

### **CHILD SAFETY**

- Be responsible for applying the College's Child Safety Policy and procedures including being compliant with the Child Safety Code of Conduct at all SACCSS events, training and other related activities.
- At all SACCSS events, training and other related activities, ensure SACCSS Coaches and other staff are proactive in reporting any concerns or identified risk, and they always monitor and support student wellbeing in a manner which reflects school values.



#### **TEAM ENGAGEMENT:**

Be an active member of:

- SACCSS Heads of Sport Committee
- Other College committees, as requested.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

#### **ATTRIBUTES**

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. A clear vision for the development and implementation of a Sports program that promotes student engagement and achievement across all year levels.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.

#### **QUALIFICATIONS**

- Appropriate tertiary qualifications
- VIT Registration
- CECV Accreditation to Teach in a Catholic School (or working towards)

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.