

Sport Coordinator

Position Description

This is an ideal position for a qualified teacher who has a passion for participation in sport to join this unique school for girls.

The Role: The Sport Coordinator role is a vital position within the School, responsible for the smooth and efficient administration of the School's extensive sporting program. The loading of this position is flexible from a minimum of 0.5FTE depending on responsibilities accepted.

Reports to: Deputy Principal

Supervises: Nil

Internal Liaisons: Teaching Staff, Non-Teaching Staff, Students, Parents

External Liaisons: Contractors, Suppliers, Other Schools

Level of Responsibility:

The Sport Coordinator will be responsible and accountable for their own work and exercise discretion and initiative in the organisation of work that is performed within established guidelines. The Sport Coordinator is subject to limited supervision.

Essential Criteria:

1. Extensive sports knowledge.
2. Ability to inspire girls to participate in sport.
3. Well-developed communication and interpersonal skills, including the capacity to interact effectively with students and a range of school community members, including those acting in a voluntary capacity, i.e. team coaches and managers.
4. High level of organisational and management skills in the school sporting environment.
5. Clear understanding of Occupational Health and Safety guidelines and regulations.
6. Administrative abilities with a high level of computer skills.
7. A current drivers licence.
8. A willingness to uphold the values of Fahan School.

Primary Responsibilities:

1. Oversee, with office staff support, the booking of all facilities, which are not provided at School, for training and major carnivals and events and the associated transport.
An interest in rowing would be an advantage.
2. Oversee the organisation of the following intra-school sporting events:
 - Swimming Carnival
 - Athletics Carnival
 - Cross Country
 - Winter Sports Day
3. Select teams to represent Fahan at major inter-school carnivals.
4. Select and appoint coaches for teams representing the School.
5. Schedule training for all sporting teams, which allows for involvement in a range of sports for each student.
6. Be the first port of call to provide coaching/management of teams when other suitable arrangements cannot be made.
7. Regularly attend after-school sporting fixtures to ensure the smooth running of these rosters.
8. Take responsibility for preparation of the Swimming, Athletics, Cross Country and possibly Rowing teams.
9. Produce all information needed by students/coaches and managers to play their sport. This includes school regulations and SATIS guidelines, distribution of rosters, etc.
10. Enter all teams in rosters and submit weekly scores to roster organisers.
11. Ensure each team/coach has the necessary equipment, including first aid.
12. Meet the Fahan responsibilities as a member of Sports Association of Tasmanian Independent Schools (SATIS). Represent Fahan at SATIS meetings. Play a full role in all SATIS sub-committees, both Southern and State.
13. With the assistance of another school, plan and run one SATIS Carnival each year.
14. Provide fortnightly contributions on sport to the School newsletter.
15. Maintain fixtures and results on the School website.
16. Nominate candidates for awards at the end of each term.
17. Maintain a record of students' sporting achievements for Recorded with Pride.
18. Maintain trophies and ensure records and engraving are updated each year.
19. Be the first reference point for parents/community in all matters pertaining to Sport.
20. Maintain School sports equipment and purchase replacements when required.

21. Coordinate the work of the Sports Chair to ensure regular reports, photographs and School magazine articles are completed.
22. Provide direction for Ground Staff for maintenance and preparation of facilities.
23. Continue to encourage students to want to be involved Sport at Fahan.

Workplace Health and Safety

1. Comply with the requirements of the Tasmanian and Australian Workplace Health and Safety legislation and Fahan School Workplace Health and Safety policies and procedures.
2. Provide risk management information as requested, and of their own initiative, to the best of the employee's experience and knowledge.
3. Make risk prevention a priority whilst undertaking daily tasks in the School's operations.
4. Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
5. Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.

Code of Conduct

1. Abide by Fahan School's Code of Conduct in the performance of their duties.
2. Exercise discretion and maintain the confidence of the Fahan School community concerning the activities of the School.

Essential Requirements

1. Fahan School Policy requires that all appointees to the position provide and satisfy the requirements of a National police check before taking up the appointment. This will include a Working With Children Check under the new Tasmanian Legislation.
2. Current Drivers License
3. Current First Aide Certificate (training will be provided if necessary)
4. Permanent Australian Residency

Remuneration:

1. Commensurate with Department of Education Teaching Scales
2. School phone or reimbursement of expenses
3. Reimbursement of travel expenses

DETAILS REQUIRED OF APPLICANTS FOR THE POSITION

The applicant is asked to provide the following information:

1. A Letter of Application which should address the questions: Why you? Why Fahan? and Why now?
2. A Resume containing:
 - Academic and professional qualifications.
 - Current and previous employment details.
 - Membership and involvement in Professional Associations.
 - Cultural, sporting and community interests including membership of clubs and societies.
 - Names, addresses and telephone numbers of three (3) confidential referees and any testimonials.
3. Any other information you feel would enhance your application.
4. Applications should be addressed to :

Tony Freeman
Principal
Fahan School
PO Box 2090
Lower Sandy Bay TAS 7005

or by email to employment@fahan.tas.edu.au

by 4:00pm Friday 2 March 2018