

PDTEACH-006

SPORTS COORDINATOR (TIER 3)

Reports To: Principal

Subordinates: Nil

OBJECTIVE:

The role of the Program Leader is to support the mission of the school through leadership of specific academic, cultural, outreach, sporting or other defined programs offered to students and/or the school community. This involves interacting with students, staff and parents in an appropriate manner as well as developing and implementing effective processes and practices in keeping with the values and ethos of the school and designed to accomplish the desired outcomes of the specific program. Depending on the nature of the program, the role may also involve interacting with personnel and organisations outside the school community and developing partnerships that enhance results for students.

PROGRAM LEADER TIER 3:

Refers to a teacher in a secondary school who is appointed to be responsible for:

- the leadership of an identified program in a mid-sized secondary school (500 - 1000 students) or a school of special character (< 400 students) and/or
- supervising teachers engaged in the program throughout the school.
- induction of new teachers within the program (or supervision of induction where it is undertaken by another experienced teacher), and/or
- pastoral care of staff engaged in the designated area(s) of responsibility, and/or
- other appropriate duties as required by the Principal

RESPONSIBILITIES:

The Program Leader Tier 3 is responsible for:

- leading the designated program in the school
- supervising teachers engaged in the program throughout the school
- induction of new teachers within the program (or supervision of induction where it is undertaken by another experienced teacher), and/or
- other appropriate duties as required by the Principal

ATTRIBUTES:

The Program Leader Tier 3 will demonstrate the following:

- a clear vision of and support for the school's mission and its underlying values and ethos
- leadership capacity - a broad vision that extends beyond behavioural management, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- ability to research and analyse the operations of similar programs in other schools and sectors to enhance the school's program, to determine areas of success and areas for improvement and to develop plans to address these
- empathy with young people and an ability to relate positively with them in the context of the particular program within the school
- an appropriate level of professional qualification both formal and informal and/or relevant experience
- professional activity through membership of professional associations and on-going professional development appropriate to the role

TYPICAL DUTIES:

- Coordinating the work of staff engaged in delivering the designated program in the light of the values and ethos of the school.
- Monitoring program outcomes for students and addressing areas of concern through appropriate interventions.
- Regularly communicating with stakeholders (students, parents, school staff and other personnel) to ensure the smooth operation of the program.
- Organising program activities including resources, transport, operations, staff, etc.
- Keeping abreast of best practice in the program area through on-going professional reading and research, and providing for the professional learning of staff in line with these developments.
- Engaging in professional discourse with staff on an individual and group basis through regular feedback.
- Supervising the quality of staff Program practice through collegial support, advice, observation and facilitation of reflective response to issues.
- Contributing to the leadership of the school through active participation in staff and middle leadership meetings.