



Position Description:	Assistant Director of Sport - Secondary
Reports to:	Director of Sport - Secondary
Key Liaison:	Sport Coordinators, Sports and Activities Administrator, Sport Coaches, Head of Netball, Head of Swimming, Head of Athletics and Development, Head of Rowing, Primary Sport & Activities Coordinator
Status:	Full-time
Hours:	The sport program operates across 6am – 8pm, Monday to Saturday. It is expected the role will work 38 hours per week, with some flexibility to attend sport events and camps

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of spirit, inclusivity, integrity, courage, respect and passion, and the St Margaret's Way

Position Purpose

The Assistant Director of Sport - Secondary supports the Director of Sport – Secondary in the operational leadership, administration and coordination of a comprehensive co-curricular sport program. The role has a specific focus on the club sport and interschool QGSSSA seasonal sport programs. The club sport and interschool sport program also includes a primary school cohort and this role ensures a seamless inclusion of these sports within the broader program managed by the Coordinator – Primary Sport and Activities. This role is dedicated to fostering high levels of participation and facilitating opportunities for student growth, success, and excellence in sport.

Key Responsibilities

Sport Program:

- Coordinate and administer the club sport and interschool QGSSSA seasonal sport programs. Assist in the coordination of intraschool interhouse carnivals and supplementary competitions. This includes coordinating logistics:
 - Organising fixtures and venues
 - Overseeing the student sign up procedures
 - Coordinating training sessions
 - Coordinating transport
- Organise umpires/referees as required
- Work collaboratively across the entire sport program, including with the primary school to establish links through the programs, enhance the student experience and create efficiency.
- Collaborate on the future planning and development of the secondary school sport program through the development of a dynamic student-centred vision of the future and sports strategic plan and review this regularly.
- Ensure selection frameworks for team and individual team selection is consistent and based on merit, equity and fairness.
- Coordinate staff and volunteers within the club sport and interschool QGSSSA seasonal sport programs.
- Partner with the Director of Sport and Heads of Sport to provide opportunities for coach development.
- Ensure the safety of the club sport and interschool QGSSSA seasonal sport programs and that all relevant risk assessments, safety drills and accident and incident procedures are completed.
- Contribute to a culture which encourages high levels of participation by students and implement programs that enable individuals and teams to progress from participation to achieving their personal best.
- Contribute to the development of pathways which support high performing athletes to strive for excellence and maximise opportunities for them to participate in district, regional and national sport competitions.
- Ensure students uphold the school mission, values, behavioural and uniform expectations and that the relevant codes of conduct are upheld for students, coaches, staff and parents.
- Contribute to a culture of continuous improvement by anticipating trends and recommending changes to the Director of Sport to further enhance the sport program at the school.
- Monitor the availability and safety of sporting equipment and coordinate the purchase and care of all sporting equipment.
- Work with the facilities department to ensure all facilities, venues and activities conform with workplace health and safety and risk management legislation, policies and procedures, including risk assessments being completed.
- Assist in the organisation of any annual sports events for example Sports Awards evenings.
- Oversee the accurate record-keeping of student rolls and student involvement in sport.
- Contribute to the life of the school and sporting program including maintaining an active role in the school's sporting program by attending trainings, competition and community events with flexible working hours.

Communication and Promotion:

- In collaboration with the Director of Sport and the Marketing and Communications Department, optimise the opportunity to promote the sport program and the school's sporting success both within the St Margaret's community and externally, to position the school as a school of choice for students wishing to participate in a broad sport program and develop to their full potential.
- Assist in the establishment of links with the broader community and to promote St Margaret's Anglican Girls School to the wider community.

- Facilitating effective communication with students and parents to advise of the logistics of the sport program.
- Liaise with parents and parent support groups as required.
- Participate in key communication channels across the school including The POD, the newsletter, the St Margaret's website and app, the Flyer and the Link.
- Oversee fundraising relevant to the sport program.

Other Information

All employees of St Margaret's School are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position
- Accept that the School reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Ensuring the School's ethos and values are reflected in the employee's manner

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the School values and ethos. This includes demonstrating respect for every member of the school community
- Reporting matters relating to student protection directly and immediately to the Principal
- Attending events to support the School as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

- Relevant tertiary qualifications in Sports Management, education or similar preferred.
- Previous sports management experience within a dynamic and diverse sport program
- Previous experience leading and developing coaches, volunteers and/or other staff.
- Highly developed organisation and time management skills, including the ability to work to deadlines and under pressure.
- Sound computer skills with demonstrated speed and accuracy, and sound knowledge of Microsoft Office applications. Demonstrated ability or capacity to learn key online platforms including TASS, Clipboard & Schoolbox.
- A passion for encouraging young people to live an active life and reach their sporting goals.
- The capacity to implement a range of suitable sports to augment students' learning experiences and an understanding and experience in developing high participation.
- Knowledge of QGSSSA or a similar sporting association is desirable.
- A well-developed knowledge of legislation, compliance, policies and procedures relevant to this position.
- Exceptional communication and interpersonal skills, including the ability to build positive relationships with students, staff, parents and external bodies.
- Demonstrated experience in dealing appropriately with highly confidential and sensitive information with diplomacy.
- Creative, innovative and effective problem-solving techniques.
- Willingness to support the School's core values and Anglican ethos.

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT