



Christ Church Grammar School

DUTY STATEMENT

Assistant Director of Sport

DATE: July 2024

TIME: 0.4 FTE, Assistant Director of Sport / 0.6 FTE, teaching component.

STATUS: Full-time, 5-year appointment (1 Year Probation)

FACULTY/AREA OF RESPONSIBILITY: Sport Department

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

LINE MANAGEMENT:

Reporting directly to the Director of Sport

WORKING RELATIONSHIPS:

- Director of Planning and Co-curricular
 - Assistant Director of Sport
 - Other PSA schools
 - PSA sport secretaries
 - Relevant state sporting associations and external facility providers
 - CCGS internal and external coaching staff
 - CCGS Old Boys Association
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DUTIES AND RESPONSIBILITIES:

Sport Development Programs

- Provide high quality sporting opportunities and experiences to Christ Church Grammar School students
- Appoint appropriately qualified coaches to the program
- Utilise relevant IT support to enhance training and match day experiences for both coaches and students
- Manage all coaches, referees, and associated staff within the sport (i.e., appoint, liaise, develop, train, and retain)
- In the role of Teacher in Charge (TIC) Create and update sport specific development plans and oversee the implementation of these plans within a summer and / or winter sport as determined by the Director of Sport (options including TIC / Senior Coach to be considered)
- Prepare weekly PSA fixtures and results for CCGS teams across all codes in both summer and winter PSA sporting seasons as directed by Director of Sport (including bus bookings)

Facilities and Equipment

- To ensure that both internal and external facilities are booked, and equipment is well maintained
- Manage facilities (both internal and external) and equipment (source, allocate, store, order, maintain)
- Ensure that high standards are maintained with regard to School uniform for both training and competition
- Seek approval for upgrades to equipment, facilities, and uniform

Review

- Reflect and report on participation and competition results
- Plan for future developments and performance

- Collate awards at end of each sporting season across all codes and all year groups

Events

- To schedule and organise a range of events that provide the opportunity for Christ Church students and the wider Christ Church community to manage their time around competition performance and to celebrate their achievements
- Co-ordinate key events (Beaty Cup competition e.g.: House Teams, Cross Country, Athletics and Swimming), home and away fixtures, recruitment of match day referees as directed by the Director of Sport, season launches and functions relating to the commencement and conclusion of relevant seasons)
- Co-ordinate the activities of parents (where applicable) and seek their assistance
- Co-ordinate associated sporting tours as relevant

Communication

- To ensure that the wider Christ Church community (i.e.: students, staff, parents) can access key information pertaining to specific sports and weekly fixtures in an efficient and timely manner through the CCGS Sport Website
- Consult with other PSA member schools weekly to ensure the smooth co-ordination of weekly PSA fixtures regarding venues, officials, buses, and available teams
- Consult with PSA secretary for home fixtures in relation to PSA appointed referees, umpires, and officials
- Utilise e-newsletters, website, social media, assemblies, email, and parent meetings to communicate with the wider Christ Church communities
- Maintain and, where appropriate, communicate accurate team lists and attendance on Synergetic database
- Use communication strategies via social media platforms to;
- Build community
- Acknowledge effort and performance

Safety

- To maintain the safety of students, staff, parents, and visitors always when engaged in Sports
- Report on all incidents and/or potentially harmful situations
- Consult with sports medicine providers (i.e., CCGS Health Centre, St John's WA, and private professionals)

TEACHING DUTIES:

- Teaching of Health and Physical Education classes equivalent to 0.6 FTE teaching time
- Pastoral tutorial group

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Relevant qualification/experience in Education, Coaching and or Sports Administration
- All applicants to be eligible to teach in Western Australia, have National Police Certificate and have completed a Working with Children Check

The person must have:

- Demonstrated experience in the use of IT resources and software as it relates to sport development programs
- Coaching experience in any of the 16 PSA sports
- Sports administration experience in a school environment
- Communication and information management - highly developed ability to respond to issues as they arise and have the capacity to manage these issues appropriately
- Project management skills – ability to prioritise tasks to meet daily, weekly and agreed targets and ability to achieve outcomes
- Excellent organisational ability, management skills, attention to detail and ability to achieve defined outcomes
- Parent/Student orientation – strives to understand parent/student expectations and anticipates and responds to their needs
- Initiative - ability to see the needs of the organisation and meet them with little direction from Director of Sport
- Team player – works well in a team environment

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Function as a positive role model for children and young people
- Report any suspicions, concerns, allegations, or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check and Teaching Registration
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in:
 - regular performance management procedures and professional learning linked, where appropriate, to the Professional Standards for Teachers in Western Australia
 - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures at least biennially
 - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies

SALARY, TERMS AND CONDITIONS:

- This appointment is for five years and may be extended at the sole discretion of the School.
- Salary will be negotiated according to qualifications and years of experience
- The successful applicant will be employed under the Christ Church Grammar School Enterprise Agreement 2022
- The school provides a laptop computer and mobile phone
- Opportunity to further your career through PD and study