
Role Description

Senior School Sports Coordinator

Purpose and Outline of Role

The Senior School Sports Coordinator is responsible for facilitating safe, professional and well-organised sporting programs at Queenwood. This role will assist the Director of Sport and the Head of Sport Operations 7-12 with the daily management and organisation of sport in the Senior School.

Sporting programs are an integral part of the cocurricular offering at Queenwood and are designed to foster in students' skills and qualities that will equip them for purposeful and fulfilling lives: responsibility, teamwork, interdependence and leadership, and the promotion of health, wellbeing, and enjoyment of physical activity.

Reporting Relationships

The Senior School Sports Coordinator will ultimately report to the Principal or her delegated authority and directly to the Director of Sport & Head of Sport Operations in the Senior School.

Employment Basis

This is a permanent full-time position to commence as soon as possible. The start date may be negotiable for the right candidate.

The Senior School Sports Coordinator will work 38 hours per week, to be distributed Monday to Friday. Some reasonable additional hours and some work on Saturdays and Sundays or public holidays will be required in this role. As the work arises primarily during term-time, annual leave must be taken outside term-time.

Role Responsibilities

The key responsibility of the Senior School Sports Coordinator is to assist with coordinating high-quality sports programs across multiple sporting disciplines at Queenwood. To this end key responsibilities will include:

Senior School Sports Coordinator

- Promote Queenwood Sport programs
- Work alongside Head Coaches to Coordinate and deliver a variety of Sports including, but not limited to, an IGSA Sport each School Term.
- Support the Queenwood Sports Department in Administrative duties such as Council bookings, Bus Bookings, Assembly presentations, Clipboard data entry, & Student participation tracking.
- Collate and distribute awards for MIPs and MVPs in each sport.
- Assist in the development of training timetables, coaching rosters and programs.
- Allocate coaches, teams, fixtures and training schedules into Clipboard and keep accurate records of attendance
- Liaise and follow-up with Head Coaches / Sport programs on necessary documentation, such as trial information, player profiles and grading and assist where necessary on completion.

- Ensure that information about the programs is communicated in a timely and effective manner to students, staff, and parents and third parties.
- Assist with the delivery the Queenwood Coach Induction presentation to all incoming coaching staff.
- Promote the Queenwood coaching framework and encourage coaches to be actively engaged in their own development.
- Assist with the recruitment/onboarding and allocation of coaches across all sports, monitoring appropriate levels of experience
- Attend school sport carnivals in Senior School, supporting the Director of Sport / Head of Sports Operations 7-12 as required.
- Work alongside the Head / Senior Coaches in monitoring sports within the program and evaluating their success.
- Work alongside the School to ensure there are sufficient quality and quantity of coaches to meet the needs of the sport.
- Attend IGSA Grading Meetings and post season meetings for your Sports alongside with the Head of Sport Operations
- Perform such other duties as the Director of Sport may from time to time direct.

Skills and Experience

- Knowledge of coach development and broad sports knowledge and experience.
- Strong understanding of the vision and direction of the Queenwood Sports Department.
- Strong understanding of the physical, mental and emotional development of young people.
- Ability to build relationships and work within a team environment
- Strong IT and administration skills, particularly with Microsoft Office & Clipboard
- Capacity to produce structured, detailed plans and reporting.
- Ability to work independently when required.
- Flexible working hours.
- Strong verbal and written communication skills.
- Current First Aid & CPR Certification

Personal Attributes

- Strong commitment to the development of physical activity in girls, and a view of sport as an avenue to increased physical activity.
- A sensitive but confident approach in dealing with persons of all ages.
- Excellent communication skills plus the ability to respond flexibly, calmly, and authoritatively in unplanned and complex situations.
- High level organisational, planning skills and attention to detail.
- Outstanding work ethic.
- Initiative, perseverance, reliable and responsible.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and local community.
- Knowledge of IGSA Sport and broad sports knowledge and experience.
- Knowledge of Snowsports, Tennis, Football or Basketball, and Hockey is advantageous.
- Ability to work with a diverse range of coaches, from beginner to experienced coaches as well as student coaches.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Working with Children Number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.