



Position Information Document

Education Support Officer | Sports Coordinator

Title of Position:	Sports Coordinator
Department:	Co-Curricular Sport
Reports to:	Director Co-Curricular Sport
Stream:	Curriculum
Classification:	Grade 4
Number of Direct Reports:	Nil

CATHOLIC EDUCATION SOUTH AUSTRALIA (CESA)

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

MERCEDES COLLEGE

As a Catholic school in the Mercy tradition, we work in partnership with families enabling students to flourish in all aspects of their humanity – academic, social, emotional, physical - to help prepare them to be Leaders, for Life.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

POSITION OVERVIEW

Under moderate direction, but within clear stated objectives, the ESO Sports Coordinator is responsible for facilitating and administering all aspects of the school sports program and related activities. This involves ensuring students have access to sporting opportunities that are inclusive of all students and reflective of sporting trends and interests of students.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents / caregivers, students and school community
- External parties / stakeholders

KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Source, engage, and onboard sports coaches to support the school's sporting program, ensuring all required documentation is collected and verified—including Working With Children Checks, relevant qualifications, and clearances—and manage the coordination of honorariums or payments in line with school policy and budget.
- Manage venue operations for Saturday sporting activities as part of a rostered schedule (up to 5 hours per Saturday, depending on the sporting calendar). This includes overseeing the setup and supervision of College facilities, ensuring smooth event delivery, and acting as the main point of contact for any onsite needs or issues.
- Promote the interests of the school and its sports program within the school and the wider community, encouraging participation to all students. This includes via the school newsletter, website, social media and assemblies, as appropriate.
- Ensure the successful planning, organising, and administration of whole school sporting events including organising facilities, equipment and other required resources, purchasing trophies, prizes, gifts etc and attending all events and carnivals to oversee facilitation of same.
- Demonstrate a comprehensive understanding of the school sports program by adapting resources and strategies and assisting with student assessment and reporting as applicable to advance the sports program and associated activities to the benefit of students.
- Lead the school sports program activities and build collegiality to ensure the efficient operation of sport within the school. This also includes being a role model for students, families and spectators, and liaising with all relevant parties to ensure the timely communication of scheduled sports training sessions, selection and conduct of students and teams, and reporting any issues to leadership in a timely manner.
- Contribute to communications to parents on school sporting achievements and results, the progress of students in relation to their sport activities and participation in parent teacher interviews as required.
- In consultation with relevant school leaders, identify student learning and/or behaviour challenges and modify existing/available education programs in context to sport activities to meet learning needs of specific students by applying personal knowledge and initiative. This may include using a variety of available educational aids to support student engagement and development in sporting activities by employing positive behaviour strategies and creating a safe and inclusive environment.
- Develop a training framework for and provide coaching and support to students within a structured learning environment by carrying out a wide variety of tasks associated with sport development and related experiences.
- Support student engagement and experiences, including for students with specific learning needs and disabilities, both individually and in groups, with minimal teacher guidance, to enable involvement and development in sporting activities.
- Undertake periodic evaluation of the sport/s program/s and student involvement and provide reports on student performance and team organisation to school leaders, parents and others on progress of student learning and associated requirements.
- Make the necessary arrangements to ensure the monitoring of first aid kits and stock, maintenance of, use, and effective set up of equipment, student attendance, running of training sessions, packing sports equipment away, waiting for all students to be collected or to depart the training area occurs in a seamless and professional way.
- Lead and/or support other ESO staff and volunteers involved in the school sports program including providing general supervision, guidance, and support to achieve required outcomes.
- Ensure risk assessments are completed for all sports events and that staff are aware of an implement risk mitigation strategies and practices.
- Actively participate in school activities, events, staff and team meetings, required training, professional development and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated comprehensive experience in facilitating and administering sports programs in an educational sporting environment combined with considerable understanding of trends in sports coaching of specific sport/s and current knowledge of rules, ensuring health, safety and wellbeing is always promoted and prioritised.
- Knowledge and experience in maintaining and caring for sports equipment and facilities to ensure compliance with required standards of operation and safety.
- Demonstrated full competency in working with, coaching, supervising, and engaging and communicating effectively with school students including supporting students with special needs.
- Excellent interpersonal and communication skills (verbal and written) and proven ability to lead, guide and support others, be a positive role model, and quickly develop positive rapport with students, staff, and parents/caregivers to enhance positive behaviour, learning and wellbeing outcomes.
- Ability to analyse, diagnose, design and implement solutions across a range of functions associated with the role.
- Ability to undertake research to obtain guidance as required to achieve stated objectives and evaluate information and use to forecast or plan learning and/or wellbeing initiatives and activities.
- Experienced in applying a high degree of initiative, discretion, and capacity to program own work and be responsible for own outcomes within broad parameters, as well as limited responsibility for the achievement of group outcomes, applicable to the role.
- Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
- Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite and ability to support others with computing competencies.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to lead and deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.

ROLE REQUIREMENTS

- A Diploma in a Sports related discipline (e.g. Sports Coaching, Fitness & Sport, Sport Development (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Availability to work after school and on weekends as required to fulfil the inherent requirements of the position.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.



This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.