



Position Information Document

Name:

Position Title:

Assistant Co-Curricular Coordinator (Girls, Years 7-12)

Tenure:

POR 1 for 1.5 years

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Co-Curricular Assistant (Girls, Years 7-12) reports to Sport & Co-Curricular Coordinator and is responsible for leading the Sports and Co-Curricular Program for girls' sports in Years 7-12 at St Paul's College. Administration, rostering, and communication with coaches, families and students, are essential components of this position, with the central focus on delivering well-organised, impactful and inclusive co-curricular experiences for secondary girls.

KEY WORKING RELATIONSHIPS

Internal Relationships: Executive Leadership Team, Secondary Leadership Team, Sports & Co-Curricular Coordinator, ICT Team, Administration Team, Teaching and Non-Teaching staff, and students at the College.

External Relationships: Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia (EREA), SAPSASA, CaSSSA, Adelaide United Football Club, Adelaide 36ers.

KEY ACCOUNTABILITIES:

- Assist the Sports & Co-Curricular Coordinator in all areas of the Sports & Co-Curricular with a specific focus on girls' sport as required and not limited to:
 - Administration
 - Communication
 - Organisation
 - Oversight
 - Leadership
- Lead the delivery of a Co-Curricular program that caters for the secondary female student cohort; this includes sporting and non-sporting activities
- Actively develop sport and co-curricular opportunities for girls in a co-educational environment
- Lead all Knock-out Cup opportunities for girls in Years 7-12
- Be present and provide assistance as necessary at rostered practices and matches, as required during the week and on Saturday mornings
- Ensure equipment is provided for relevant activities and assist with regular checks and replacements when necessary
- Assist with regular stock take and equipment maintenance
- Contribute to the uniform and dress code expectations of students, coaches and other staff
- Establish positive and effective relationships with students, manage student behaviour and provide positive feedback on performance that reinforces and provides focus on improvement
- Maintain knowledge of professional sporting bodies, procedures, and rules, and maintain contact with other relevant sporting bodies associated with schools
- Communicate sporting results to relevant sporting bodies

- Oversee budgeting and financial requirements pertaining to secondary girls co-curricular, as approved by the Sports & Co-Curricular Coordinator
- Organisation and facilitation of intra-school and inter-schools Carnivals
- Set and maintain clear expectations for all members of the St Paul's College community who are involved in Co-curricular, including accountability to the college's co-curricular Code of Conduct and Our Common Ground
- Effectively respond to behavioural challenges (e.g. students, families) and performance concerns (e.g. coaches) in an appropriate and timely manner, seeking suitable support to resolve challenges (e.g. Sports & Co-Curricular Coordinator, Primary Leadership Team, Deputy Principal)
- Effectively liaise with the Catholic Secondary Schoolgirls' Sports Association (CaSSSA)
- Prioritise safety and safeguarding in all co-curricular opportunities for students, including risk assessments and First Aid.

PERSON SPECIFICATIONS

- Excellent organisational and communication skills
- Ability to develop positive relationships with students, parents and staff
- Ability to promote the co-curricular program's various activities and benefits to the school community
- Proactive approach to developing co-curricular opportunities for students
- Experience and knowledge of sport

WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your 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 to, with any reasonable instruction given by the employer
- Cooperate 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
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

Other

- Any other duties as requested by the Principal or his/her delegate
- Saturday morning work required

ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate)

Signed (Employee)

Date: / /

Date: / /