

POSITION DESCRIPTION



Director of Sport

CLASSIFICATION	Band 3 + Management Band 2 (MB2)
BASIS OF EMPLOYMENT	Ongoing
ESSENTIAL QUALIFICATIONS	Working with Children Check or Victorian Institute of Teaching (VIT) registration

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including VCE, VCE VM and VET. As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

The vision for Aitken College is to develop and support a learning community of students, staff and families in association with the Uniting Church in Australia.

Mission

The mission of Aitken College is to enable students to become informed and compassionate members of the wider global community.

Aims

Aitken College will aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.
- Cultivate an adaptive, innovative and continuously improving school.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Culture of encouraging excellence
- On-site parking
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

The Director of Sport is a newly established leadership position, reflecting the College's commitment to creating a legacy for the future generation of graduates. Reporting to the Deputy Principal, this role will be responsible for providing leadership for all facets of the Aitken College sporting program. Grounded in innovation, our College has joined the Association of Coeducational Schools (ACS) and in 2025, both sport and cocurricular opportunities will begin. In turn, this will enable us to address a key theme of our Strategy Plan, developing character, where the students are provided opportunities to be challenged, moved beyond their comfort zone, and develop beyond assessable knowledge.

Instrumental in ensuring the delivery of the sporting program, the Director of Sport will oversee the School Sport Victoria (SSV) Program in Primary and the introduction of the ACS Program in Secondary; encompassing both sport and cocurricular opportunities including public speaking and chess.

POSITION REPORTS TO

The Director of Sport reports to the Deputy Principal in addition to the close interactions with the key relationships listed below.

KEY RELATIONSHIPS

- The Executive Team
- The Leadership Team
- Director of Operations
- Compliance Manager
- Heads of Year
- House Activities Coordinators
- House Sports Coordinators
- Finance Manager
- Director of Admissions
- Head of Faculty: Health and Physical Education
- Director of Community Engagement
- Staff, parents and students

KEY OUTCOMES

Sporting Program Leadership

- Develop and sustain a Prep to Year 12 sport program that consistently aligns with a culture of innovation, next practice and adapts to changing needs.
- Embed the College values in all aspects of the Sporting Program.
- Ensure the efficient operation of Aitken College sports through well-developed policies, processes, and procedures, while keeping the college community informed and engaged.
- Increase participation and drive improvements in the sports programs by overseeing high-level athletes and implementing strategic initiatives.
- Provide leadership support to Sports Coaches and House Sports Coordinators to enhance the overall effectiveness of the sports program.
- Implement an effective sport registration process to streamline participation for all Aitken College sports.
- Support the House Sport Coordinators to plan and deliver a range of College carnivals, including but not limited to the College Swimming, Athletics, and Cross-Country for both Primary and Secondary levels, ensuring successful and well-coordinated events.
- Interschool competitions are coordinated in conjunction with the House Sports Coordinators.
- In conjunction with the Deputy Principal, ensure the right provision and management of coaching staff, umpires, grounds staff, convenors and travel requirements, as needed to support their respective sports. In addition, maintain positive partnerships with external facilities.

- Conduct sports trials, including Year 7 and new student trials, to assess and place students appropriately within the sports programs.
- Incorporate sports awards and affirmation into assemblies each term in liaison with the Assistant Principal Primary and/or Secondary to celebrate achievements and update the community.
- Implement comprehensive coach inductions at the beginning of each season to ensure all coaches are well-prepared and informed.
- Follow up on all accident reports with the Deputy Principal to ensure proper procedures are followed and safety is prioritised.
- Implement and adhere to best practices in Work Health and Safety to ensure a safe environment for all sports activities.
- Oversee roll collection for all cocurricular activities, sporting activities, training sessions and games, to ensure that the College's duty of care responsibility is managed and that missing students are followed up.
- Liaise with House Sport Coordinators and Coaches to ensure correct placement of Aitken College teams prior to submission to Association of Coeducational Schools (ACS) Sport.
- Act as the College's representative in all ACS meetings, being a positive and strong advocate.
- Maintain effective communication with the ACS pertaining to (including but not limited to) coaches, training, schedules, fixtures, disciplinary issues and all matters pertaining to the ACS program.
- Ensure the timely entry of nominations for all ACS and representative events.

Cocurricular Leadership

- In liaison with Heads of Year, Deputy Heads and Assistant Principals, coordinate, plan and attend all camps and experiences.
- House Activities Coordinators are supported to identify and implement non-sporting cocurricular opportunities for the students.
- Foster active engagement and support for Sport Captains/House Captains throughout the year to promote leadership and enthusiasm in cocurricular programs.

Administration

- Implement effective systems for the management and monitoring of the cocurricular participation of teaching staff.
- Ensure that student participation in cocurricular activities is recorded to enable effective monitoring and reporting, both on an individual level and at the College level.

- Coordinate cocurricular photos annually.
- In conjunction with the Deputy Principal and Director of Daily Operations, ensure that all risk management and compliance activities (i.e. Consent2Go) are completed in line with College policy.
- Ensure the College's calendar of events is regularly up to date and maintained.
- Ensure that cocurricular opportunities and experiences are promoted for the benefit of the community and prospective families, in liaison with the Director of Community Engagement.
- Regular reports are provided to the leadership and executive in relation to cocurricular programs and opportunities, including the involvement of students and staff.
- Undertake any other duties as requested by the Principal.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Programs of the College.

Hours of work and annual leave

The normal hours of work for the Director of Sport will be Monday & Friday from 8.00am to 4.00pm and Tuesday, Wednesday and Thursday from 10.00am to 6.00pm.

The position has six weeks annual leave, which will be negotiated in conjunction with the wider leave requirements of the General Staff team and in relation to the planning, coordination and administrative responsibilities of the position. During non-term periods of work, the position will work 8.00am to 4.00pm. Included in the remuneration is the attendance at camps and other activities.

Essential qualifications (Minimum)

- Current and valid Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration
- Drivers Licence
- Level 2 First Aid and Cardiopulmonary resuscitation (CPR)
- Strong and proven organisational skills

- Sports coaching qualifications (desirable)

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: