

## POSITION DESCRIPTION

### *DIRECTOR OF SPORT*

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
POL 4	28 x 60-minute periods per 10-day cycle	Principal via Deputy Principal Staff & Compliance

#### APPOINTMENT TERMS

- This is permanent appointment to the staff and a 3-year appointment to the Leadership position with a review in the second year of appointment
- The conditions of the Catholic Education Multi Enterprise Agreement apply to this position

#### ABOUT THE ROLE

Sport plays an integral part of Co curriculum offerings at Loyola. Students participate in the Association of Co-Educational Schools (ACS) sports program which is a weekly compulsory sporting program. The College is committed to increasing the physical activity of our students and we value the positive outcomes participating in sport provides. Students not selected for ACS teams play in the weekly House Sport program. The College Sports Program focuses on the development of decision-making skills, improved standards of behavior and discipline, an increase in resilience and building quality teamwork.

## KEY RESPONSIBILITIES:

### GENERAL

The Director of Sport:

- is responsible to the Principal via the Deputy Principal Staff & Compliance.
- will liaise with other ACS Heads of Sport and attend relevant meetings.
- will manage and oversee all sporting activities of the College, including ACS fixtures, the House Sport alternative program and extension activities such as the JACSA Girls Sport Carnival.
- will oversee the work of the Sport Administrator, the Senior Boys and Girls Sport Coordinators and the House Sport Coordinator.
- will also liaise with the Head of Physical Education regarding the use of College sporting venues and facilities

### ADMINISTRATION DUTIES:

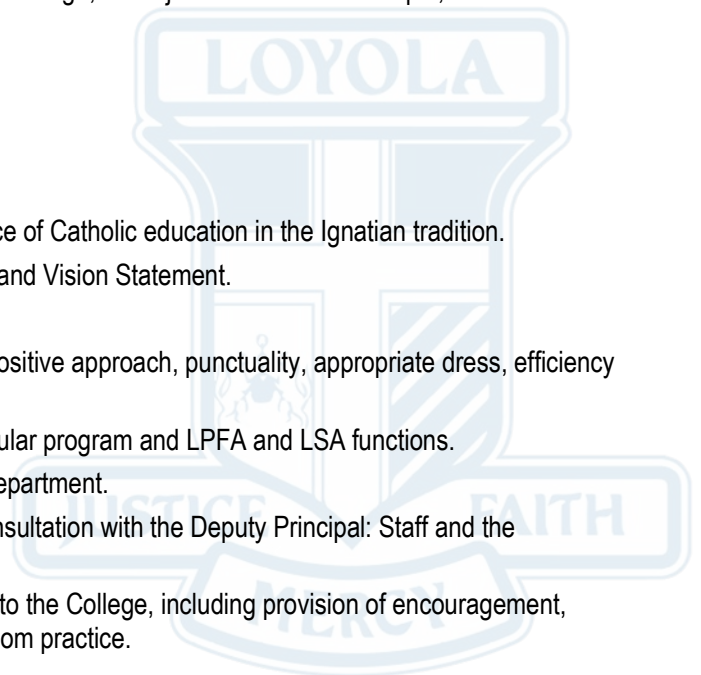
- Oversee and publish details of Fixtures / Venues and Results for students, staff and parents
- Control and monitoring of budget, with regular reports to the Deputy Principal Staff & Compliance
- Ordering, distribution and monitoring of Staff uniforms and special team strips (in conjunction with sport team coaches)
- Organisation and administration of ACS and House Sport weekly sporting programs:
  - staffing, including use of a significant number of casual/part time coaches
  - organisation of selection of ACS teams
  - organisation and liaison with required venues for ACS fixtures
  - regular visitation of ACS fixtures
  - ensuring a member of the Sports Team is on site until all teams return
- Organisation and administration of School Sport program including House Sport, e.g.: carnivals
- Overseeing the wearing of College sport uniform, including match uniforms
- Monitoring student behavior in sport
- Monitoring the accuracy of student attendance at ACS and House Sport and school representative sport fixtures
- Preparation and distribution of all relevant staff and student documentation
- Organisation of Sport contribution to the Ignatian, Open Day, Orientation Day and other College publicity forums such as the Co-Curriculum Expo.
- Communication with College community in matters of Sport through the Ignatian, daily notices, College publications and assemblies.
- Oversee the Annual Sports Awards events in consultation with relevant staff
- Attend Open Day and the creation of an effective display
- Oversee the Sports Awards processes

### POLICY IMPLEMENTATION

- Develop and implement College policies and procedures in relation to sport
- Promote and develop the Sporting Program within the College co-curricular program, including the areas of sport outside the ACS competition
- Develop and implement a future vision of Sport within the College, in conjunction with the Principal, Deputy Principals and other relevant staff
- Develop a Strategic Plan for the sports program

### LEADERSHIP QUALITIES AND DUTIES:

- Demonstrate a clear commitment to the ethos and practice of Catholic education in the Ignatian tradition.
- Demonstrate a clear commitment to the College Mission and Vision Statement.
- Set an example of expertise in teaching; (if teacher).
- Provide a role model of professional behavior including positive approach, punctuality, appropriate dress, efficiency with paperwork and maintenance of a tidy environment.
- Participate in the wider school by support of the co-curricular program and LPFA and LSA functions.
- Maintain and enhance positive morale within the Sport Department.
- Be responsible for sport staff professional learning, in consultation with the Deputy Principal: Staff and the Director of Professional Development.
- Share in the pastoral care of staff, particularly those new to the College, including provision of encouragement, acknowledgment of effort and sharing of ideas on classroom practice.



### *LEADERSHIP QUALITIES AND DUTIES continued...*

- Make use of networks, regional representatives and subject associations and to pass on relevant information to Sport coaches.
- Ensure that reports of professional learning attended by Sport coaches are distributed and discussed.
- Make recommendations re the further development of the sporting program to the College Leadership Team.
- Arrange regular meetings of Sport Coaches and with Individual Head Coaches to ensure the sports program is running efficiently, effectively and at a high standard.
- Be available for parental contact as required and appropriate regarding the Sporting Program and teacher enquiries or concerns.
- Be aware of the gifts and abilities of individual coaches and provide encouraging and affirming opportunities and forums for them.
- Represent the College in external forums as appropriate.
- Ensure that all Sport staff are aware of safety issues relevant to the Sporting Program within the College.
- Supervise and oversee the allocation of duties of the Sport Administrator and other Sport staff
- Give direction to the work of the Senior Boys and Girls Sport Coordinators and the House Sport Coordinator.
- Identify and promote elite sportsmen and women.

### *ANNUAL REPORT TO THE PRINCIPAL*

Provide an annual written report to the Principal in August of each year to address the following areas: achievements, progress on goals for the year, progress on Strategic Plan implementation and any issues or concerns and recommendations for the following year.

### *MEMBERSHIP OF:*

- College Leadership Team
- Co-curricular Reference Group
- ACS Heads of Sport
- Sports Coaches Committee
- School Organisational Committee

### *ATTENDANCE*

- Annual Awards Night
- Year 12 Graduation Mass and Ceremony
- Subject Selection Information Night
- Year 5 interviews
- Loyola Staff Association events
- Respective House Mass
- Other as required



## SALARY AND CONDITIONS:

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### TEACHING POSITION

- POL Level 4 currently \$13,018.00
- Salary as per Victorian Catholic Education Multi Enterprise Agreement 2022.
- Superannuation and Leave Loading will be paid as per current Government legislation.
- Discount of approx. 15% off tuition fees applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal.

### TIME ALLOCATION:

- 28 x 60-minute periods per 10-day cycle
- Teaching duties will be: 8 – 12 x 60-minute periods per 10-day cycle
- Full time role.

### PERIOD OF APPOINTMENT

This is a permanent appointment to the staff and a 3-year appointment to the Leadership position with a review in the second year of appointment.

## OUR VISION:

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*Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.*

*We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.*

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***

## CHILD SAFETY:

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The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

## VERSION:

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December 2025

