



Role Description

Joigny Sport and House Co-ordinator

Introduction

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

At Sacré Cœur we aspire to the highest professional standards. This is reflected in the quality of the relationship between staff and students, the learning environment created, the concern for each individual and a hard-working conscientious approach to class preparation and correction.

Teachers are powerful role models and uniquely placed to influence young people, to encourage, affirm and inspire them to fulfil their potential. At Sacré Cœur teachers are expected to live the goals of Sacred Heart education. They must take a leadership role in building up the community of the school, beginning with their own classrooms where the highest standards are expected of all and everyone is treated with respect and charity. Teachers are in a position of great trust and must keep faith with students, parents and colleagues by always following through, keeping our word, demonstrating integrity.

As teachers we are lifelong learners, open to growth and willing to explore new ideas. We need to be reflective people, ever reviewing and evaluating our ideas and practices with a view to improvement and ready to share and learn from each other.

The pastoral management of students involves teachers, parents and the students themselves as they learn self-discipline. A team approach is taken by all staff, but in particular, a pastoral team involves the Class Teacher, the Joigny Student Wellbeing Leader, the Head of Joigny and the Student Welfare Team. Close contact is maintained with parents.

Preamble:

The Joigny Sport and House Co-ordinator is responsible for ensuring well-planned and well-executed sporting and House programs in the Junior School with emphasis upon student involvement and skill development.

The purpose of the Sport and House program in the Junior School is to:

Build healthy lifestyle habits in students;

Develop student motor and ball skills;

Provide a platform for experience of well-suited and healthy competition.

Provide the opportunity for students to engage in co-operative teamwork;

Develop school and team spirit

Responsible to:

The Joigny Sport and House Co-ordinator is responsible to the Principal through the Head of Joigny.

Key Requirements:

The goals of Sacred Heart Education should be evident in the modeling provided by this person in their dealings with students, staff and parents

1. The Joigny Sport and House Co-ordinator will be a person enthused by and committed to this role, its responsibilities and challenges.
2. Appropriate academic qualification, suitable experience and a background relevant to the role
3. Understanding of the philosophy and spirituality of a Catholic school
4. Display of competence, energy and initiative in the role
5. A high level of organisational, interpersonal and communication skills as required by the responsibilities of the role.
6. Contribution to a child-safe environment, familiarity with and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety is also a key requirement.

Specific Duties

1. The promotion of girls' sport by:

- a) Enhancing opportunities for student participation in elite, competitive and recreational sport and physical activity;
- b) Providing students with access to a diverse range of sporting programs;
- c) Fostering individual talents, team spirit and commitment;
- d) Pursuit of excellence in sport;
- e) Commitment to the highest standard of ethical behaviour;
- f) Commitment to the promotion of health and wellbeing of all girls.

2. Management and Co-ordination

- a) Meet cyclically with the Head of Joigny to discuss aspects related to the delivery and administration of the Sport and House programs.
- b) Co-ordinate training schedules for Years 3-6 students.
- c) Co-ordinate the staffing of all Joigny House events
- d) Liaise regularly with the Assistant Head of Joigny regarding staffing requirements

- e) Be the School's key contact point and representative relating to primary sport associations, attending all relevant meetings as required.
- f) Prepare and manage the Joigny Sports and House budget
- g) Ensure staff comply with the School's policies and practices and facilitate a safe and healthy work environment for all staff and students.
- h) Ensure the provision of first aid supplies and supervision for adequate safety at House and sports events, training and during competition.
- i) Work with Year 6 House Leaders and their Teacher Mentors to support student leadership of Houses and the development of team and House spirit
- j) Maintain accurate records of students' sporting activities and performance in relation to the annual Joigny Sportsgirl award.
- k) Maintain and update the database of all year level best performances and/or new records of achievement in Swimming and Track and Field.

3. Events

Organised by the Joigny Sport and House Co-ordinator:

- Participation in the District Sports fixture
- Years 6 Interschool sport program
- After School House Sport program
- House Swimming Years 3-6
- House Cross Country event/s for P-6
- House Athletics event/s for P-6
- House Skipping for P-6
- House Aerobics for P-6

A time allowance of 18 x 53 minute periods per 10 day cycle is allocated to this role (12 periods for Sport and 6 periods for House Co-ordination)