

Sport Coordinator – Senior School



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Sport Coordinator – Senior School
Terms:	Replacement part-time – 22.5 hours per week (0.6 FTE)
Employment Period:	20 January 2027 – 7 December 2027
Classification:	Education Support Officer Administration Stream Grade 4 Year 1
Responsible to:	Director of Sport and Sport Performance

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Sport Coordinator Senior School is responsible for the effective coordination and delivery of the College's comprehensive sporting program. This includes promoting and encouraging student participation, overseeing the administration and organisation of sporting activities, and ensuring the successful operation of both College-based and interschool sporting events and carnivals.

The Sport Coordinator Senior School plays a key role in upholding and enhancing the reputation and values of Loreto College through proactive communication, detailed planning, and the development of positive and collaborative relationships with students, staff, families, coaches, sporting associations, and other stakeholders involved in the College's sporting program.

Key Responsibilities

Sport Coordination

- In conjunction with the Director of Sport and Sport Performance, organise and coordinate the co-curricular sport program.
- In conjunction with the Director of Sport and Sport Performance, select skilled and qualified coaches and ensure all coaches have current Working with Children Checks.
- Assist with the organisation and preparation of intraschool, interschool swimming, athletics and cross-country carnivals.
- Assist the Physical Education staff to coordinate the Knockout Sports competitions.
- Oversee and organise trials for required sports.
- Exhibit leadership, judgement and initiative to develop a climate to openly discuss new ideas in a collaborative environment with students/coaches/parents/external organisations.
- Establish processes to acknowledge and celebrate student achievements.
- Update Loreto Connect and sports noticeboard to show sporting programs, results and forthcoming sporting events.
- Update Loreto Connect to communicate fixtures and results.
- Supervise co-curricular activities before and after school.
- Maintain all equipment and ensuring availability.
- Assist in the care of special rooms and equipment including gymnasium, weights room, equipment storage.
- Send maps and details to other schools for Saturday sport at Loreto.
- Pack and unpack bags for sport.
- Ensure that first aid kits are well equipped and up to date.
- Assist with stocktaking of equipment and ordering of equipment.
- Write up pendants and certificates.
- Include special presentations at school assemblies.
- Notify students about forthcoming sporting events along with team achievements on Loreto Connect, the Student and Staff Notices, Newsletters and From the Acacias.
- Liaise with the Director of Sport and Sport Performance regarding the sharing of school facilities and equipment for trainings and matches.
- Write up sports teams and placing the teams on Loreto Connect.
- Establish and maintain professional working relationships with colleagues that are positive, respectful, fair and supportive.
- Engage in reflective reviews with your Line Manager;

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated experience in coordination of sport programs in a school environment
- Understanding of requirements of a wide range of sports, including structures, umpiring, equipment, etc

Personal Qualities

- Exceptional organisational and time management skills
- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment

Qualifications

- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

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 yourself and others in the workplace
- 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 to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

September 2026

Applications

Applications for the position of Sport Coordinator Senior School should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details, including email address, of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Monday, 21 September 2026