



YARRA VALLEY
G R A M M A R

POSITION DESCRIPTION

Position: Secondary School Sport Coordinator
Reporting to: Director of Sport

Primary Purpose

The Secondary School Sport Coordinator is an experienced educator and middle leader responsible for the coordination, leadership and effective operation of the Secondary School Sport Program. The role supports student participation, engagement, wellbeing and achievement through the delivery of inclusive, high-quality sporting opportunities that reflect the School's values, co-curricular philosophy and strategic priorities.

The Secondary School Sport Coordinator provides leadership across Middle School and Senior School sport, ensuring the effective planning, administration and delivery of interschool, House and School sporting programs. The role works collaboratively with students, families, coaches and staff to foster a culture of participation, commitment, sportsmanship and personal growth.

Position in Context

The Secondary School Sport Coordinator works collaboratively with the Director of Sport, Heads of School, Year Level Coordinators, Health and Physical Education staff, coaches and Sports Administration staff to ensure the successful operation of all aspects of the Secondary School Sport Program.

As a member of the School's co-curricular leadership structure, the Secondary School Sport Coordinator contributes to the broader pastoral, wellbeing and community life of the School through leadership of student participation and engagement in sport.

The role includes attendance at training sessions, competitions, House events, AGSV commitments and other sporting activities, including after school, evening and Saturday commitments as required.

Freedom to Act / Autonomy

The Secondary School Sport Coordinator is responsible for the day-to-day leadership and operation of the Secondary School Sport Program and exercises professional judgement in matters relating to student participation, welfare, communication, event management and operational requirements.

The incumbent works collaboratively with the Director of Sport, Heads of School and Year Level Coordinators in responding to student wellbeing, behavioural and participation matters and is responsible for implementing and recommending appropriate strategies and interventions that support student engagement and success.

As an experienced educator and leader, the Secondary School Sport Coordinator provides guidance and support to coaches, staff and students, promotes best practice in school sport management and contributes to the ongoing development of systems, processes and programs that enhance participation and student outcomes.

Key Responsibilities and Specific Duties

1. Student participation, wellbeing and engagement
2. Sport Program leadership and coordination
3. House events and community engagement
4. Awards, recognition and promotion
5. Operational management and administration
6. Teaching and school participation

The Secondary School Sport Coordinator will effectively and efficiently undertake the following:

1. Student Participation, Wellbeing and Engagement

- Promote student participation and engagement in the sporting life of the School.
- Foster a positive sporting culture characterised by inclusion, commitment, teamwork, respect and sportsmanship.
- Monitor student participation, attendance and engagement and implement appropriate follow-up strategies where required.
- Communicate sporting expectations, attendance requirements, behaviour expectations and uniform standards to students and families.
- Liaise with Heads of School, Year Level Coordinators, families and coaches regarding student wellbeing, participation and behavioural matters.
- Support students experiencing barriers to participation through proactive and responsive intervention.
- Communicate sport-related information effectively through appropriate School channels.
- Maintain a visible and active presence at training sessions, competitions and sporting events.
- Assist with participation monitoring, student withdrawals and eligibility requirements.
- Support processes associated with co-curricular participation and student recognition programs.
- Promote student leadership, responsibility and positive representation of the School through sport.

2. Sport Program Leadership and Coordination

- Support the implementation, evaluation and continuous improvement of the Secondary School Sport program.
- Assist in the recruitment, induction, mentoring and support of coaches and sporting staff.
- Ensure coaches and staff understand School expectations, AGSV requirements, child safety obligations and competition regulations.
- Coordinate team nominations, selections, participation processes and competition entries.
- Collaborate with coaches and Sports Administration staff to prepare and distribute team information and fixture details.
- Oversee the effective operation of weekly AGSV fixtures, competitions and sporting commitments.
- Coordinate communication and logistical arrangements associated with sporting events and competitions.

- Attend AGSV Swimming, Athletics, Cross Country and other major sporting events as required.
- Support the preparation of reports, presentations, publications and end-of-season functions.
- Monitor participation trends and provide recommendations to enhance engagement and program effectiveness.
- Contribute to strategic planning and the ongoing development of School sport.

3. House Events and Community Engagement

- Collaborate with relevant staff to plan, coordinate and deliver House sporting events and carnivals.
- Assist with the organisation and administration of House Swimming, Cross Country and Athletics carnivals.
- Work closely with House staff, House Captains and Sport Captains to promote participation and engagement.
- Coordinate inter-house sporting competitions and activities where appropriate.
- Foster strong partnerships with students, families and external sporting organisations.
- Promote School spirit, belonging and community engagement through sporting initiatives and events.
- Support School promotional activities, Open Days, Information Evenings and community events.

4. Awards, Recognition and Promotion

- Coordinate processes that recognise and celebrate student participation, achievement and contribution to sport.
- Assist in the organisation and delivery of Sport Awards assemblies, Presentation Evenings and recognition events.
- Coordinate the preparation and distribution of awards, certificates and acknowledgements.
- Promote sporting achievements through School communication channels and publications.
- Celebrate excellence, improvement, commitment and leadership in sport.
- Support the development of programs that encourage participation and lifelong engagement in physical activity.

5. Operational Management and Administration

- Manage the day-to-day administrative requirements of the Secondary School Sport Program efficiently and effectively.
- Maintain accurate records relating to participation, attendance, teams, competitions and student involvement.
- Assist with the management, maintenance and organisation of sporting equipment, facilities and resources.
- Monitor the presentation, safety and readiness of sporting facilities and equipment.
- Support the implementation of risk management, occupational health and safety and duty of care requirements.
- Liaise with Grounds, Maintenance, Administration and external providers regarding sporting requirements.
- Coordinate season preparation, event logistics and end-of-season processes.
- Ensure compliance with School policies, AGSV regulations and child safety requirements.
- Attend relevant meetings and provide operational advice and recommendations as required.

6. Teaching and School Participation

- Maintain a teaching load as determined by the School.
- Model exemplary professional practice and positive engagement with students.
- Contribute actively to the co-curricular life of the School.
- Attend Saturday, evening and other sporting commitments as required.
- Represent the School professionally at sporting, community and promotional events.
- Undertake other duties as directed by the Director of Sport or members of the School Executive.

Direct Reports

- Coaches (seasonal and casual appointments)
- Sports Support Staff (where applicable)

Key Competencies

- Demonstrated expertise in school sport administration, coordination and program delivery.
- Proven ability to lead initiatives that increase student participation, engagement and achievement in sport.
- Strong leadership capability, including the capacity to mentor, support and develop coaches and colleagues.
- Highly effective communication and interpersonal skills, with the ability to build productive relationships with students, families, staff and external organisations.
- Exceptional organisational, event management and administrative skills, with the capacity to manage multiple priorities and competing deadlines effectively.
- Demonstrated ability to coordinate complex sporting programs, competitions and events successfully.
- Ability to analyse participation, attendance and engagement data to inform decision-making and program improvement.
- Strong problem-solving skills and sound professional judgement when managing student, family and operational matters.
- Thorough understanding of school sport structures, AGSV competition requirements and co-curricular programs.
- Demonstrated understanding of risk management, duty of care and child safety obligations within school sport.
- Skilled in the use of digital systems and technologies to support communication, event management and program administration.
- Commitment to fostering inclusive, safe and supportive environments that encourage student participation, wellbeing and personal growth.
- Strong strategic thinking and continuous improvement mindset, with the ability to evaluate and enhance sporting programs and participation outcomes.
- Thorough understanding of child safety, student wellbeing, diversity and inclusive education, with a commitment to creating safe, supportive and engaging environments for all students.

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.