



Role Description Joigny Sport and House Sport

Title	Joigny Sport and House Sport Teacher in Charge
Classification	Teacher
Time fraction	Full time
Value range	Teacher Salary with 9.25% superannuation
Employment status	Ongoing teaching position 3 year appointment to Joigny Sport and House Sport role
Date reviewed	7 September 2021

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 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 and demonstrating integrity.

Environment, Key Relationships and Challenges:

The Joigny Sport and House Sport Teacher in Charge is responsible for ensuring safe, well-planned and well-executed sporting and House programs in the Junior School with emphasis upon student participation and optimum 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;
- Encourage and provide opportunities for Prep to Year 6 students to develop excellence in sport;
- Develop School, team and House spirit.

The Joigny Sport and House Sport Teacher in Charge works closely with the Co-Curricular Administration Officer P-12 and Coaches in the fulfilment of duties and is responsible to the Principal through the Head of Joigny. The Joigny Sport and House Sport Teacher in Charge will also work closely with the Head of Sport 7-12 and the Co-Curricular Leader P-12 regarding coaches and House points respectively.

Specific Duties:

- **Promote girls' sport by:**
 - Enhancing opportunities for student participation in elite, competitive and recreational sport and physical activity;
 - Providing students with access to a diverse range of sporting programs;
 - Fostering individual talents, team spirit and commitment;
 - The pursuit of excellence in sport;
 - Commitment to the highest standard of safety and ethical behaviour;
 - Commitment to the protection and promotion of safety, health and wellbeing of all students.
- **Leadership, Management and Co-ordination**
 - Continually work to grow and improve programs and student outcomes in the area of Junior School Sport
 - Ensure all coaches and volunteers are appropriately selected, trained and inducted to promote safety, wellbeing and the best outcomes for student engagement and learning
 - Co-ordinate training schedules for Years 3-6 students.
 - Co-ordinate all Joigny House sporting events including all aspects of organisation and communication (student, staff, parent) prior to the event, staffing and catering, co-ordination of coaches and volunteers (including Child Safety requirements) event

schedules, transport arrangements, student data management and review/evaluation of each event.

- Liaise closely with the Head of Sport 7-12 regarding the allocation and selection of coaches appropriate to the primary sports program
- Liaise regularly with the Assistant Head of Joigny regarding staffing requirements
- Be the School's key contact point and representative relating to primary sport associations, attending all relevant meetings as required.
- Prepare and manage the Joigny Sports and House budget
- Organise House Sport meetings prior to relevant House sporting events, adding them to the school calendar

- Ensure staff, coaches and volunteers comply with the School's policies and practices and facilitate a safe and healthy work environment for all staff and students.
- Ensure the provision of first aid supplies and supervision for adequate safety at House and sports events, training and during competition.
- Work with Year 6 House Leaders and their Teacher Mentors to support student leadership of Houses and the development of team and House spirit
- Maintain accurate records of students' sporting activities and performance in relation to the annual Joigny Sportsgirl award.
- Refer to the Head of Joigny student data for the panel to select Joigny Sportsgirl of the year.
- Maintain and update the database of all year level best performances and/or new records of achievement in Swimming and Track and Field.
- Organise for medals for events and trophies to be engraved after each event
- Meet cyclically with the Head of Joigny to report and discuss all aspects of the Sport and House Sport program and the role.
- Report to Co-Curricular Leader P-6 points associated with all House Sport activities

Events

Organised by the Joigny Sport and House Sport Teacher in Charge. Such events are anticipated to change and evolve as the program develops:

- Participation in the District Sports fixture
- Years 6 Interschool sport program
- After School House Sport program
- Sports Training Programs P-6
- 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

Organisational Relationships

Internal

- Principal
- Head of Joigny
- Assistant Head of Joigny (Learning and Teaching)
- Head of Sport 7-12
- Co-Curricular Leader P-12
- Director of Business
- Director of Risk and Compliance
- Co-Curricular Administration Officer P-12

External

- Primary Sport Associations
- Sports Coaches
- Board
- External providers (Universities, Canteen Services Uniform manufacturer, VCAA)
- Catholic Education Victoria Network

The duties outlined above may be subject to variation from time-to-time by the Principal.

Child Safety

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacre Coeur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

The Teacher in Charge of Joigny Sport and House Sport must demonstrate:

Essential

- Appropriate academic qualifications, suitable experience and a background relevant to the role
- A commitment to the Catholic ethos.
- A commitment to Child Safety
- Strong interpersonal and communication skills and demonstrated capacity to positively build effective working relationships with key stakeholders (students, staff, parents and broader community), motivate people and influence culture

- Demonstrated excellence in teaching practice incorporating curriculum associated with Health and Physical education and student wellbeing
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community and members of the public
- Outstanding skills in organisation and problem-solving
- High motivation, feedback-orientation and growth mindset in their daily approach
- A high level of professional personal presentation
- Interest and passion in all stages of learning across Prep to Year 12, including the ability to work with colleagues and students at all levels.
- A high level of interest in and capacity to effectively induct, train and oversee coaches and volunteers involved in a range of sports (student, volunteers and parents)
- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office Professional and Adobe Suite, and experience with content management software programs
- An ongoing commitment to professional development and a capacity to adapt to new technologies.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement.

The Teacher in Charge of Joigny Sport and House Sport requires a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting and an appraisal in the second year of the three year tenure.

All employees at Sacré Cœur are to follow the school policies and procedures, including those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
