



EMPLOYMENT OPPORTUNITY

Currently available

HEAD OF SPORT SECONDARY

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Head of Sport Secondary** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a permanent full-time position Monday – Friday 8.00am to 4.00pm commencing Thursday 18 January 2024
- Position is in accordance with the NSW Christian Schools Teaching Staff MEA
- Role description available at www.tcc.nsw.edu.au

Specific Criteria

- Year 7-12

Application documentation must include:

- Completed and signed Toongabbie Christian College Teaching Staff Employment Application Form, available at www.tcc.nsw.edu.au
- Full CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: Head of Sport Secondary**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**
- Specific enquiries regarding this position may be addressed to Mrs Gai Thomas Deputy Principal Secondary 02 88632952 dpsec@tcc.nsw.edu.au

Selection process

- Commencement date – 18 January 2024
- This position does not have a closing date and will close when a suitable candidate is found
- Interviews may commence upon receipt of suitable applicants

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

HEAD OF SPORT SECONDARY

1. PURPOSE OF THIS POSITION

The Head of Sport Secondary involves the facilitating of all Secondary Sport related activities. The Head of Sport Secondary will focus on expanding sport offerings, marketing sport to students ensuring sport is an attractive option for students. The Head of Sport Secondary will encourage and support Secondary staff to be involved in sport as a significant contributor to student learning and wellbeing. The Head of Sport Secondary will ensure safety, meeting relevant regulations and WHS requirements remains a focus of staff and students.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- Direct Report _____ Deputy Principal Secondary*
- This position _____ Head of Sport Secondary
- Non-reporting relationships _____ Head of Faculty PDHPE
Dean of Curriculum Secondary
Deans of Students
Dean of Secondary Operations
Heads of Faculty
PDHPE Faculty
PA to the Deputy Principal Secondary
Facilities Manager
Enrolments Administrator
Office Manager
Primary Sports Organiser
Secondary Staff

*The Deputy Principal Secondary reports to the Principal.

3. PERSON AND PROFESSIONAL ATTRIBUTES

- Manage and prioritise a diverse workload while delivering high quality work in a busy environment.
- Plan, organise, set priorities and meet deadlines accompanied by a capacity to handle multiple tasks simultaneously, meeting pressing timelines.
- Apply outstanding organisational and time management skills.
- Apply initiative and problem solving skills.
- Operate effectively in a team environment.
- Apply strong interpersonal skills consistently.
- Demonstrate attention to detail and high levels of accuracy.
- Communicate clearly and confidently.
- Adaptable, flexible and motivated.
- Understand and implement WHS requirements.

4. RESPONSIBILITIES

Demonstrated commitment to:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

Operations associated with College Sport

- Implementation of the College Sport program and College policies & procedures meeting compliance and

legislative requirements.

- Support Secondary staff with behaviour management associated with College Sport.
- Maintain effective student/teacher/parent/carer communication.

Maintenance of records

Maintain the following records as applicable to College Sport:

- Records of competitions/events
- Budget preparation and leadership
- Risk management
- Sports Calendar
- Oversight of the preparation of sports activities including the Event Application process, general preparation, Risk Assessments and student permissions.

Develop and Maintain an Effective Progression and Secure Atmosphere by:

- Support staff with information and guidance.
- Offer a supportive and consultative role in relation to all staff.
- Encourage the professional learning of staff as related to sport.
- Delegate responsibilities to staff, where required.
- Ensure that deadlines are respected.
- Develop and monitor sport in collaboration with the Deputy Principal Secondary and Head of PDHPE.
- Ensure that the physical environment in which sport are conducted meets safety requirements at the College and external.
- Ensure that duty of care towards students are exercised adequately.
- Organise the purchase and storage of all resources.
- Ensuring students represent the College well when participating in sport.

Specific Roles and Responsibility of the Head of Sport Secondary

- Responsible for, but not limited to, the Secondary sporting programs at the College:
 - College Carnivals
 - Gala Days
 - Zone, State, CSSA and CIS competitions
 - Tuesday Sport
 - Inter House competitions
 - Interschool competitions
 - Sport coaching programs.
- Develop a strategic approach and set the vision for sport.
- Organise Secondary Sport awards for Assemblies, Year 12 Graduation and Secondary Presentation Night, when required.
- Develop Student Leadership in sport in collaboration with Secondary Prefect Advisers.
- Oversight of the College House Cup including collation of house points.
- Provide articles in a timely manner for the Community News publication.
- Build positive relationships with CSSA, CIS and other schools.
- Manage the resources of the Representative Sport storage and uniform in collaboration with the Head of PDHPE.
- Attend CSSA, CIS and Zone meetings.

Participation in the Secondary Leadership Team

- Attend meetings of the Secondary Leadership Team as determined by the Deputy Principal Secondary on Monday afternoons until approximately 5.00pm, and any additional meetings required.
- Function as a team member of the Secondary Leadership Team, overseeing student and staff wellbeing, extra-curricular activities & events, curriculum activities and events.
- Liaise thoughtfully and collaboratively with other leaders on the Secondary Leadership Team.
- Represent the uniqueness of the Secondary sport, supporting students with additional needs/disabilities.
- Act as Duty Supervisor as a member of the Secondary Leadership Team.

Professional responsibilities as a teacher

- Perform all the usual duties of a teacher from a Biblical Worldview.

- Implement effective classroom management skills and pedagogy to ensure students of all abilities are actively engaged in their learning.
- Collaborate and engage in the development of teaching and learning programs.
- Ability to make reasonable adjustments for students with disabilities and/or learning needs.
- Apply effective assessment strategies and techniques to differentiate learning activities for students.
- Demonstrate pastoral care of students.
- Integrate ICT into the curriculum.
- Effectively manage, support and implement programs in relation to child protection and student wellbeing.
- Engage in professional learning as directed by the College and an ongoing commitment to personal professional learning to promote expertise in curriculum, development, pedagogy and assessment.
- Implement College policies and procedures.

General

- Involvement in collegiate activities (Staff meetings, Open Days, etc) and co-curricular activities, as required.
- Attend Compliance sessions as directed by the Principal.

6. AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Deputy Principal Secondary).

The Line Manager (Deputy Principal Secondary) may, in consultation with the employee vary the responsibilities of the role as required, but within the skills and responsibility levels appropriate to the role.

This role will undergo an annual performance review.