



KINGSWAY
CHRISTIAN COLLEGE
POSITION DESCRIPTION
SECONDARY SPORTS COORDINATOR

Section 1. The Position

Title: Sports Coordinator

Section/Department/Learning Area: Secondary Health & Physical Education

Tenure: Ongoing full-time position, to commence in Term 1, 2026, with annual reviews to clarify role expectations and provide for flexibility as deemed necessary

Workload: Full-time (0.6FTE teaching load and 0.4FTE administrative allowance)

Section 2. Remuneration Terms and Conditions

KCEA Inc. Teachers Enterprise Bargaining Agreement. Teacher Salary plus coordinator allowance.

Section 3. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation (Staff & Students), Director of Community Engagement and the Director of Information Technology.

The Sports Coordinator position reports to the Dean of Secondary.

Section 4. Responsibilities and Duties

Overview

The Sports Coordinator is a member of the Secondary HPE Department and works closely with all staff involved in any interschool sport. With an administrative time allowance of 0.4FTE, the Sports Coordinator will manage and oversee the delivery of the Interschool Sports Programme available to all Secondary students each year.

As a member of the Secondary Management Team the Sports Coordinator will be expected to contribute to the overall strategic direction of the College, attending management meetings twice per term.

Duties and Responsibilities

In addition to regular classroom teaching, the Sports Coordinator duties are as follows:

- Act as the College liaison person with the ACC sports organisation
- Coordinate and run all aspects of KCC squads at ACC sports carnivals
- Coordinate external officials on behalf of KCC for ACC sports carnivals
- Coordinate competition schedules for all ACC sports
- Coordinate all aspects of KCC team sport squads
- Coordinate external officials for KCC team sports
- Coordinate staff, student and parent volunteers with each team as required
- Coordinate all student and parent communication regarding training and competing in ACC sports

- Liaise with competing schools where required for venues and timing of competitions

Section 5. Selection Criteria

Pre-requisites

1. Current registration with the Teacher Registration Board of Western Australia (TRBWA).
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Working With Children Check clearance.
4. Written reference from Church Pastor/Minister.
5. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
6. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
7. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential:

1. Demonstrated experience working collaboratively in a Secondary HPE teaching context.
2. Able to demonstrate inter-personal and problem-solving skills, and effective communication and conflict resolution skills in dealing with students, parents and staff.
3. Demonstrated high level ICT skills, both in the classroom to enhance student learning and administratively as required for the Sports Coordinator role.
4. Demonstrated organisational and administrative skills with a strong attention to detail and accuracy.
5. Demonstrate a commitment to personal growth, education and welfare of young students.
6. Demonstrate familiarity with a variety of teaching and learning strategies to meet individual student needs and course objectives.
7. Have a range of professional strengths, abilities and interests, able to enhance the learning program.
8. Able and willing to be involved in the extra-curricular activities offered in the College.

Desirable

1. Have experience in a Christian Education environment.
2. Demonstrated experience coordinating extra-curricular student events.

Section 6. Application Process

Applications must include the following:

- Teacher Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au.

Applications Close: 12 noon, Thursday 11 September 2025

Peter Burton
Principal
August 2025