

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: Sports Coordinator – Basketball / Cricket

Responsible to: Head of Sport

Job Purpose: The Sports Coordinator is responsible for the coordination of the specialist basketball OR cricket programs. This role has primary accountability for morning trainings, elective sport classes and competition teams. It is also responsible for effective engagement and development for students in the program.

Time Allocation: Sport Coordination approximate 0.4/ Teaching approximate 0.6 (as the timetable allows)

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
2. Reporting directly to the Head of Sport, for all things relating to the specialist sports programs. The Sports Coordinator will continue to report to the Head of Learning Area for all responsibilities relating to their teaching role apart from the elective basketball or cricket classes.
3. Establish, develop and maintain these key relationships:
 - a. **Students:** develop constructive relationships with students to support their goals while in this program. Creating expectations of behaviour and communication particularly regarding injury and 'loadings'. Managing student engagement in the program and holding students accountable to program expectations.

- b. **Parents:** timely and transparent communication with parents regarding calendar of events, match administration and complaint resolution.
- c. **External Providers:** Engage external providers, ensuring external providers are aware of upcoming events or changes made to schedule within a reasonable timeframe.
- d. **School Coordinators:** final confirmation of match logistics with opposing school coordinators.

General Duties

1. Management of before school training and elective basketball or cricket classes including:
 - a. Before school training (6:30-7:45 am, 4 days a week) including attendance tracking
 - b. administration on SEQTA in compliance with college requirements
 - c. assisting with booking venues and services (and changes) for use during electives
2. Manage teams for competitive matches including:
 - a. selection of team members from within the program to maintain program integrity and seeking advice from external providers
 - b. attend and if required, coach at matches
 - c. communication with 'All Staff' identifying students who will be out of school one week prior to excursion or as soon as practicable.
 - d. effective implementation of excursion protocols including risk management and completion of College procedures
3. Work with external providers to track and manage student 'loadings' and on court or field time.
4. Manage uniforms and program equipment
5. Ensure Head of Sport is kept up to date with plans and any changes to scheduled events
6. Support Head of Sport with the specialist basketball or cricket trials, including engagement with parents to promote the program
7. Support Head of Sport with trials
 - a. Head of Sport is responsible for trial registration, trial lists and communication to parents pre and post trials
 - b. Coordinator is responsible for running the trial day
8. Manage early morning trainings transport
9. Contribute to strategic planning of the program, overseen by the Head of Sport
10. Other duties pertinent to the safe & effective running of the College sports program

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community.
2. Proven basketball or cricket experience, leading/ coaching, playing at a high level. Demonstrate ability to model excellence in the sport.
3. Strong organisational and communication skills.
4. Capable educator able to contribute to the broader learning area agenda.
5. Competency in meeting college requirements for SEQTA and administration of programs
6. Proven experience in establishing and fostering relationships with students, staff and parents.
7. A strategic thinker, with a pragmatic, hands on approach to implementation
8. Be available for early morning transport, attending matches including before and after school hours.

9. Current valid MR license and PTD endorsement.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.