

# Coordinator - Physical Education and Sport



**ST JOHN'S**  
GRAMMAR

## Position Description

<b>Employment Type:</b>	Permanent Full-time
<b>Normal Hours:</b>	1.0 FTE
<b>Classification:</b>	Teacher (Band 2 Level 2 Position of Responsibility allowance is paid in addition to the salary) under the St John's Grammar School Enterprise Agreement.
<b>Area of Responsibility:</b>	Junior and Primary School
<b>Position Location:</b>	Junior School Campus, Sheoak Rd, Belair
<b>Responsible to:</b>	Deputy Principal Junior School

### About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

### Position Objective

To teach specialist Physical Education lessons to all levels within the Junior School as well as coordinating the Junior School Sport program.

### Working Relationships

This position reports to the Head of Junior School via the Deputy Principal and works with other teaching staff within the Junior School on a regular basis.

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### Position Responsibilities:

- Develop an understanding of and implement the collaboratively developed school-wide pedagogy of *Soaring*.
- Plan work for students according to their educational needs, and in the context of the agreed curriculum for the whole school.
- Form good teacher/student relationships based on mutual respect.
- Create and maintain a classroom environment that is both stimulating and functional.
- Promote the general progress and wellbeing of individual students.
- Be responsive to the variety of needs, talents and learning styles of students, using a variety of teaching techniques.
- Provide pastoral care for all students in your charge.
- Show initiative, enthusiasm and reliability in all aspects of school life.
- Work together with all members of staff in an atmosphere of mutual support and communication.

# Learning to Soar

- Take a full and constructive part in staff meetings for personal and whole school development.
- Foster positive and effective relationships with parents and outside agencies within the community.
- Maintain good order and discipline among the students and safeguard their health and safety in authorised school activities, both within the school precincts and outside.
- Have a sound knowledge of the law applying to teachers and schools.
- Demonstrate knowledge of the Australian Curriculum.
- Adhere to principles and practices of school policies.
- Carry out professional duties, as circumstances may require, under reasonable direction of the Head and/or of those to whom this responsibility has been delegated.
- Participate in school culture workshops as required.

#### Junior School Physical Education Program

- Teach ELC – 6 Physical Education and provide pastoral care for all students in your charge.
- Provide a broad Physical Education program which complies with Australian Curriculum
- Be responsible for the general maintenance, storage and ordering of required equipment for PE and Sport
- Plan and administer the PE budget and take an active role in the organisation of physical education and sporting commitments at St John's including activities such as SAPSASA, annual school sporting events, sports committee representative and coaching clinics
- Be responsible for the setting of dates, booking of venues and ordering the appropriate equipment and producing event programs for House swimming, Athletics, Cross-Country and JP Fun Day
- Co-ordinate the running of each of the carnivals including the events information, final results, presentation and any problem shooting required.
- To partake in meetings with the Sports Co-ordinators from the SAPSASA, ISSA, IPSHA Associations and local organizations
- To compile the representative teams for the SAPSASA Athletics, Swimming and Cross Country Carnivals

#### Junior School Sport Program

- Provide a sporting program that has a developmental focus for Junior Primary students leading to competitive teams in Upper Primary years
  - Ensure that the summer and winter sporting program is varied enough to provide a sporting opportunity for all students and of a size that ensures teams are viable.
  - Allocate duties and supervise the Sports Assistant ensuring that the Sport Program is organised well
  - Liaise with the Deputy Head of the Junior School in regard to the appointment of coaches and supervisors with a brief to share the responsibilities of staff as equitably as possible.
  - Meet regularly with coaches to support their ongoing development and mentor individuals when needed.
  - Organise and conduct a Coaches' Information Night to inform them of their roles and responsibilities
  - Organise the production of sporting medallions and awards
  - Liaise with the Head of Junior School in all matters of school policy and other issues regarding parents, students, coaches, umpires and opposition teams
  - Propose, submit and control the annual Extra-Curricular Sports budget
  - Liaise with the Secondary School Head of PE and Sport and facility managers in the preparation of venue rosters to ensure efficient use of facilities
  - Liaise with Property Services staff in regard to upkeep and marking out of facilities
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## **Candidate Profile**

### **Qualifications**

#### Essential

- Relevant tertiary qualification
- Registered teacher status

### **Experience**

#### Essential

- Exceptional teaching record with the ability to produce outstanding outcomes for all students.
- Experience teaching Physical Education in a Junior School setting.
- Experience in working with students who have a variety of learning, social and psychological needs.
- Experience in building a connected school community, positive culture, student welfare and pastoral care programs.
- Experience in managing programs to showcase student learning

#### Desirable

- Experience in embedding ICT in learning experiences.
- Experience coordinating school extracurricular sport programs and events.
- Experience with CANVAS, SeeSaw or similar Learning Management System.

### **Skills and Abilities**

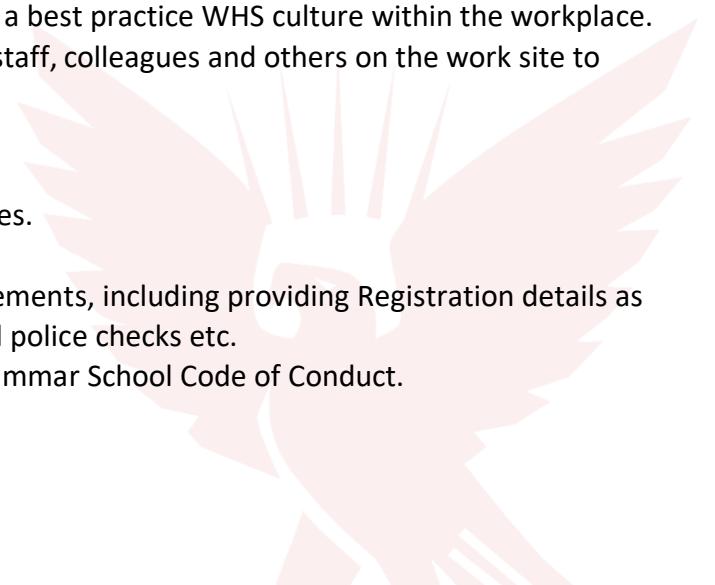
- Flexibility to work with different Year levels.
  - Awareness of Upper Primary needs and transition to Middle School.
  - A person with a love of children, a family-centred focus, and an ability to relate to all age groups.
  - Ability to regularly review your methods of teaching and programs of work.
  - Exceptional interpersonal skills with the ability to relate to all members of the school community.
  - A team player with the ability to advocate on behalf of others.
  - Excellent communication skills.
  - Display qualities of sincerity, integrity, confidentiality, empathy, wisdom and compassion.
  - Understanding and support of our Anglican ethos.
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## **Conditions of Employment**

### **Work Health and Safety**

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
  - Improve systems of work and safe practices.
  - Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
  - Demonstrate commitment to the St John's Grammar School Code of Conduct.
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### **Performance and Training**

- Participate in relevant compliance and other work related training and professional development as required.
  - Participate in an annual review of performance in the role and review of this Position Description.
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### **Special Conditions**

- Some out of hours work will be required.

### **Tenure**

- Position of Responsibility (POR) is tenured for 2 years with option for renewal based on mutual consent.
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R Anderson

**PRINCIPAL**

St John's Grammar School

September 2024

