



## Co-curricular Coordinator – Senior School

### Position Information Document

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| Position Title            | Co-curricular Coordinator – Senior School                                                                                                                    |
| ESO Grade                 | 4                                                                                                                                                            |
| ESO Stream                | Administration                                                                                                                                               |
| Employment Type           | Permanent                                                                                                                                                    |
| Line Manager              | Deputy Principal                                                                                                                                             |
| Reporting to              | Head of Co-curricular                                                                                                                                        |
| Key Working Relationships | Co-curricular Coordinator – Junior School<br>Head of Senior School<br>Sport Coordinators and Coaches<br>Teaching and ESO Staff<br>Volunteers and Contractors |

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The Co-curricular Coordinator – Senior School is responsible for carrying out a wide range of advanced level and executive administrative duties and project work to ensure that the Senior School Co-curricular Program offered for students from Years 7 to 12 is organised and well-planned.

Under moderate direction of the Head of Co-curricular, the Co-curricular Coordinator – Senior School will be an actively contributing member of the Co-curricular Team and the wider staff.

The Co-curricular Coordinator – Senior School will demonstrate professionalism in the undertaking of their work and will prioritise establishing and maintaining positive relationships with all key stakeholders of the co-curricular programs for Years 7 to 12 including students, staff, parents and families, volunteers, and contractors.

Through a relational, proactive, communicative, and professional approach, the Co-curricular Coordinator – Senior School will model the values and ethos of the College to support relationships and communication within the co-curricular programs for staff, students, families, volunteers, and contractors.

## **KEY AREAS OF WORK**

The Co-curricular Coordinator – Senior School will undertake duties including, but not limited to:

### **Students (Years 7-12)**

- Organise and distribute comprehensive communications in a proactive and timely manner to facilitate staff and student involvement in co-curricular and programs, as well as in informing families and key stakeholders of co-curricular requirements and matters
- Coordinate the distribution, collection and collation of student nominations and participation consent processes
- Coordinate and complete team allocations, advising students and families appropriately
- Compile, review and distribute fixtures and details for co-curricular activities to students, families and staff as required
- Support the Head of Co-curricular, staff and coaches in their response to student matters and parent enquiries as required
- Liaise with staff and coaches to ensure student attendance records are completed accurately and recorded as required
- Provide support in seeking and engaging opportunities to celebrate student achievements across co-curricular programs for Years 7 to 12

### **Coaches**

- Coordinate the induction and onboarding of volunteers and contractors across college and co-curricular requirements, including provision of required documentation and clearances
- Coordinate the distribution and completion of necessary paperwork and payments for volunteers and contractors of the co-curricular programs
- Develop and maintain up-to-date registers and records for all volunteers and contractors engaged in co-curricular programs, including requirements for Working With Children Clearances
- Undertake administrative duties regarding coaches, volunteers and third-party providers of co-curricular for Years 7 to 12
- Maintain the co-curricular component of Curriculum Extension Activities (CEA) register for Senior School teaching staff.

### **Programs and Events**

- Organise and coordinate the delivery of co-curricular programs and activities for Years 7 to 12
- Coordinate communications with students, families, staff and external agencies regarding co-curricular programs and activities
- Facilitate and assess opportunities for co-curricular programs and activities as required
- Undertake administrative duties in the organisation and review of co-curricular programs, events, and activities
- Organise and ensure that all co-curricular activities and events are appropriately staffed, including the provision of required First Aid and catering
- Support the Head of Co-curricular in the coordination and administration for Co-curricular Assemblies and events
- Support and assist in the organising and coordination of activities and events such as Athletics Day, Swimming Carnival and other College co-curricular events in the Senior School
- Coordinate and liaise with sporting associations and external agencies for co-curricular programs, such as SAAS and other organisations

**Resources**

- Coordinate the purchasing, distribution and review of resources allocated across Senior School co-curricular programs
- Manage and coordinate the scheduling of co-curricular programs and facilities for Years 7 to 12
- Inform and support the Head of Co-curricular with regards to needs for resources for Senior School co-curricular activities
- Undertake risk management and assessment processes relevant to co-curricular activities

**General**

- Report to the Head of Co-curricular for directional leadership, with line management from the Deputy Principal
- Maintain a consistent and contributing presence at Rostrevor home games and matches, and for events and activities held at the College for co-curricular in Years 7 to 12
- Represent the College for co-curricular activities external to Rostrevor College, such as games and matches away from home, activities and events, with external organisations, and at presentations and assemblies, as required
- Contribute to an ongoing positive culture, building and maintaining of connection, encouraging participation, and commitment to best practice across all aspects of co-curricular at Rostrevor College in the Senior School
- Maintain documentation as required for administrative, financial and WHS purposes.
- Positively participate in College activities, events, required training, professional development and professional reviews.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal (or delegate).

## PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated experience in providing a high level of specialised administrative tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, PowerPoint), databases and other ICT equipment, and full technical competency to operate office equipment.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Able to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes. Experience in preparing and monitoring a budget is also expected.
- Comprehensive knowledge of relevant policies, procedures and associated obligations to meet all compliance requirements.
- Demonstrated ability to maintain a very high level of confidentiality.
- Willingness to positively lead and support school activities/events, attend meetings and undertake required training.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.

## ROLE REQUIREMENTS

- A Diploma in Administration, Marketing or Business (or equivalent) comprising a minimum of one year of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.*