



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Director of High Performance Sport
Reports To	Principal, Assistant Principal - Organisation

PRIMARY PURPOSE OF POSITION

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all endeavours.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care of young men. As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all. Parade offers a multitude of curriculum options for boys whatever their interest may be; from academic, sporting, music, visual arts and trade options.

Sport at Parade College provides students with the opportunity to develop areas such as;

- School spirit
- Strong bonds with fellow students
- Establish a sense of mutual respect with teammates, coaches and their opponents
- Excellence in Sport

Students at Parade College have the opportunity to be involved in sport at three levels:

- Intra School Sport
- Inter School Sport
- Co-curricular Sport

Parade is blessed with outstanding sporting facilities. To cater for our involvement in sport at all levels, Parade has 3 indoor Basketball courts, 3 Soccer pitches (1 all-weather synthetic), 2 Football ovals, 6 synthetic tennis courts, an indoor soccer facility, 6 badminton courts, 7 volleyball courts, 4 cricket ovals (1 turf), 5 cricket practice nets and a synthetic athletics training track.

High Performance Sports at the College identifies, guides and fosters the development of high performing athletes and well-rounded men.

Underpinning the program is the development of the student as a lifelong learner who is committed to physical activity, has healthy eating habits, is resilient, motivated to achieving their potential and prepared to make a difference in the community.

The Director of High Performance is ultimately responsible to the Principal through the Assistant Principal (Organisation) for the overall direction and organisation of all school sporting programs within the College. The College is a member of the Associated Catholic Colleges (ACC) sporting competition and has timetabled classes for both inter-school sport and Health & Physical Education.

STATEMENT OF DUTIES

General Duties	<ol style="list-style-type: none"> 1. Oversee all ACC programs, teams and implement all ACC decisions. 2. Oversee teams and coaches for all ACC fixtures. 3. Be responsible for developing and maintaining the Sport Budget at Parade College, which includes elite programs. 4. Assist with the vision, development and implementation of elite sports facilities for the College.
Specific Duties	<ul style="list-style-type: none"> • Select students for the Year 8 to 10 High Performance Program at the Bundoora Campus. • Select coaches for all ACC Teams at Bundoora and Preston campuses and discuss the appropriateness of these selections with Deputy Principal of Organisation. • Assist ACC Coaches with the selection process of all ACC Teams. • Coach ACC Teams. • Assist with Year 8 – 10 High Performance classes by coaching specific students. • Coordinate and monitor the progress of current Sporting programs (Year 8 to 10 High Performance, Melbourne City Soccer Academy, Basketball Academy, Tennis Academy, Table Tennis Academy, AFL Academy and the Cricket Academy). • Investigate appropriate people to coach and oversee the programs listed in point 5 and recommend these people to the Principal for potential employment at Parade College. • Conduct Skill Development sessions (Skill Development Program) for students who miss out on an ACC team. • Continuously investigate the possibility of new sporting programs to further develop ACC Sport within the College and to assist both less talented and highly talented students achieve their goals. • Conduct trials for students (currently not representing Parade at ACC Level) wishing to be involved in the Year 8 to 10 High Performance Program. • Organise teams, training and coach staff for the three major ACC Carnivals – Swimming, Cross Country and Athletics. Submit these teams to the Sports Coordinator. • Organise trials and coach the Junior, Intermediate and Senior Badminton teams for the ACC Badminton Competition. • Organise, promote and be the teacher-in-charge of all co-curricular sporting activities. These co-curricular activities include all sports outside of regular ACC Sports. These currently include all Schools Athletics, Cross Country, Cycling, Target Shooting and Rugby Union. • Promote and supervise the NFL Umpires Academy. This program is conducted by personnel from the Northern Football League. • Establish and maintain a Sport Budget which includes ACC Sport and the High Performance Sport Program. • To periodically report on the ongoing development of our High Performance Program. • Submit a fortnightly Sport Report to the Assisting Principal of Organisation. • To actively encourage the recruitment of talented individuals to the College.

	<ul style="list-style-type: none"> • Assist staff with the organisation of National and International Sporting Tours. • Monitor the performance and progress of students involved in ACC Sport. • Identify elite sporting students and investigate methods to assist them in reaching their potential. • Assist coaches in developing their own coaching skills. This can be achieved by promoting coaching courses both internally and externally. • With the assistance of the Learning Area Leader, Health and Physical Education and the Sports Coordinator, oversee the use of College sporting facilities during regular school hours. • Be responsible for maintaining the Parade Sports Website page. • Organise Sport photo lists for the Paradian publication. • Act as Convenor to the Students Sports Committee. • Organise the Autumn and Winter Games for the Father / Son Activity Nights. • Organise sporting activities, students and external coaches for the College Open Day. • Supervise before school Weight Training sessions. • Assist with transporting students between the Preston and Bundoora Campuses. • Assist the Coordinator of the Senior Sport Academy program in inviting and selecting students to enrol in the Program. • Liaison with Melbourne City, Diamond Valley Eagles, Northern Knights, and other external organisations as required.
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KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> • General satisfaction of the Leadership Team and House Leaders with the smooth running of the sports programs as evaluated by Assistant Principal (Org) each semester. • Evidence that the ACC Code of Conduct and College Expectations is upheld by students and coaches. • Students appropriately dressed for all ACC sports. • Liaison with Assistant Principal (Org) to ensure that early departures are minimised and correct advice provided to students of times for leaving classes. • Maximise level of participation by Parade students in all ACC fixtures. • Evidence that there is cohesion in the Sporting Program between the Bundoora and Preston campus. • Evidence that Parade sporting teams are involved in programs that promote sportsmanship and promote both individual and team performance.

POSITION REQUIREMENTS	
Qualities	<ul style="list-style-type: none"> • A comprehensive knowledge of the rules and of the skills involved in a range of sports. • An enthusiasm for sports and an ability to promote student participation and elite performance. • An awareness of the core values of the College and the Associated Catholic Colleges (ACC) competition and an ability to inculcate these into coaches, parents and players. • Highly competent and transparent organisational skills. • Excellent communication skills with a range of stakeholders. • An ability to relate with secondary school students and manage them effectively. • Ability to represent the College well in the public forum. • A capacity for leadership and direction of other staff.
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety

	<ul style="list-style-type: none"> • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards, • Working familiarity with Child Safe requirements and expectations of CEM PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Willingness to support the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Tertiary qualification in teaching or sports management or similar discipline will be well regarded, together with relevant experience in sports management and administration within a school or similar environment. 3. A strong commitment to, and understanding of, the importance of sport (both competitive and recreational) in the development and education of secondary school students. 4. Strong business acumen, including the skills to successfully manage budgets, resources and staff, with proven excellent planning and organisational skills. 5. Proven effective leadership skills, with well-developed written and verbal communication skills. 6. An ability to develop positive, empathetic, collaborative relationships with a wide range of internal and external stakeholders 7. A flexible attitude and the ability to adapt to a dynamic and changing College environment. 8. Proficiency in the use of computers, Microsoft Office programs, email and internet application. 9. A commitment to ongoing personal professional development.

TERMS AND CONDITIONS
<ul style="list-style-type: none"> • Applications are welcomed, and will be considered, from teaching and non-teaching candidates. • Terms and conditions for this position will be based on the qualifications and experience of the successful candidate as follows: <ul style="list-style-type: none"> <u>Teaching qualifications</u> <ul style="list-style-type: none"> – Terms and conditions will be as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2013</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. – The leadership appointment is for a three year term, with an ongoing teaching position associated with the appointment. – This position attracts a POL allowance and a time allowance, as determined by the Principal. <u>Non-Teaching qualifications</u> <ul style="list-style-type: none"> – Terms and conditions will be as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2013</i> for Education Support Employees. This position will be remunerated at Education Support Level 5 and will attract a leadership allowance as determined by the Principal. Salary is set out in the Agreement according to years of experience and qualifications. – The leadership appointment is initially for a three year term. • The position is subject to the College Review process. • The position reports to the Assistant Principal, Organisation and will need to be available to the Assistant Principal, Organisation during specified periods leading up to the commencement of school and after school finishes.

- The position will, from time-to-time require attendance outside normal hours.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.