



Secondary Sport Coordinator – 1.0FTE (commencing January 2026)

Lake Joondalup Baptist College seeks to appoint an energetic, creative, organised and innovative Sport Coordinator to build upon and further develop an existing high quality co-curricular sporting program. The College currently has in excess of 60 Sporting teams in the Secondary School and is a member of the Coastal and Associated Schools Sporting Association. Sports currently offered by the College range from AFL, Football (soccer), Rugby, Netball, Basketball, Volleyball and Cricket. As well as carnivals and teams in ACC events in Swimming, Cross country and Athletics.

The Sport Coordinator will be an enthusiastic, competent Health & Physical Education classroom teacher. Experience in delivering Health and Physical Education programs to diverse student groups, including girls, would be advantageous. Strong leadership and organisational capabilities are essential. The Sport Coordinator will be a collaborative team player, yet have initiative and the ability to work independently when needed. The Sport Coordinator position carries a time allowance of up to 0.5FTE.

This position commences January 2026.

Duty statement

1. General responsibilities

- 1.1. Enthusiastically promote the vision, aims and ethos of the College.
- 1.2. Continue to develop, implement and review the vision and action plan for the co-curricular Sport program of the College.
- 1.3. Promote excellence and high levels of participation in the Secondary co-curricular Sport program.
- 1.4. Responsible for ensuring that all sports have the appropriate staffing and sport specific coaching from among staff, parents, students or past students. This aspect of the role is demanding and requires negotiation and diplomacy at many levels to deliver the best possible mix of interpersonal skills and sports specific knowledge.
- 1.5. Responsible for promoting the Secondary Sport Program, for informing students and signing up all interested students for all sports run by the College.
- 1.6. Responsible for organizing the inter house carnivals for Swimming, Athletics and Cross Country.
- 1.7. Responsible for organizing House based sports competitions during curriculum or co-curricular time.
- 1.8. Responsible for the selection, training and organisation of Inter School Athletics, Cross Country and Swimming teams.
- 1.9. Represent the College and report back to HOLA from meetings in the Associated and Catholic Colleges (ACC) and Coastal Associated Schools (CAS) forums, and where appropriate State School WA and other school sporting bodies representing the College's view.
- 1.10. Liaise with Co-curricular Coordinator ensuring that the highest standards of Duty of Care are maintained at all inter school sporting fixtures and where necessary, follow up with specific staff where this needs to be improved. This Duty of Care includes ensuring that all students returning from after-school-hours sport are supervised until collected by parents. The Sport Coordinator will ensure

arrangements are made for a teacher to remain on site until multiple sporting teams (e.g. CAS) have returned and all students have been collected.

- 1.11. Develop relationships with all sporting staff, College specialist and academy team staff and partners and particularly with new and early career staff, taking a mentoring role to ensure they understand their duties and responsibilities, so that they develop the necessary skills to handle their manager/coach role.
- 1.12. Coordinate the appointment of the Sports Captains and act as a mentor for this student leadership position.
- 1.13. Negotiate all fixtures and book all buses, facilities and umpires related to the respective competition. The Sport Coordinator is also responsible for the collection and reporting of all sporting results and mediates on any score discrepancies with other schools.
- 1.14. Develop and maintain a pool of trained umpires (student, parent and professional) for use competition. Monitor the standard of this umpiring and advise managers of the most appropriate umpires for their competition.
- 1.15. In conjunction with HoLA HPE or other College Leaders, take responsibility for dealing with any problems arising in any of the competitions in which the College is involved. This may be equity in fixtures, behaviour problems with other schools, organisational problems with particular competitions, poor playing facilities and breaches of safety and duty of care issues at competition wide level. At times this will require consultation and negotiation with the state body, School Sport WA or the ACC, Head of Health & Physical Education and Co-curricular Coordinator.
- 1.16. Responsible for the distribution, collation and organisation of appropriate trials information for state teams and ACC representative teams, ensuring process is followed and checking that parents/students are informed of relevant policies (e.g. insurance, financial obligations, etc).
- 1.17. In conjunction with HOLA HPE or other College Leaders, take responsibility for dealing with significant instances of poor behaviour in the College sport context that cannot be dealt with by the teacher in charge of a team.
- 1.18. Promote in publications and acknowledgements, students who have excelled in Sports at the College and/or in other external competitions
- 1.19. Liaise with students, recruiting students for short staffed teams, responding to perceived or real problems by students, advertising upcoming sporting programs to students, promoting interstate trials to elite athletes, developing and recruiting coaches and umpires for junior sporting teams, developing sporting leadership within the student body etc.
- 1.20. Negotiate with the Head of Secondary and/or Co-curricular Coordinator and other members of the Secondary Leaders where the sporting program impacts on formal College curriculum and Assemblies to ensure the best outcomes from a whole College perspective.
- 1.21. Provide or organise professional development for staff in relation to sport interests/safety, as requested; organise and request funding if required.
- 1.22. Develop, maintain and promote the College via the medium of College sport.
- 1.23. In conjunction with the Primary Sports Coordinator review the whole College's sporting program and provide leadership regarding the improvement and upgrading of the program.

2. Leadership of the co-curricular sport program

- 2.1. Responsible to the Head of Learning Area Health and Physical Education for developing and managing the Secondary co-curricular Sport program
- 2.2. Responsible for ensuring that the highest standards of duty of care are maintained in all sporting teams. This duty of care includes ensuring that, following fixtures, all students are supervised until collected by parents.

- 2.3. In conjunction with College Leaders, advise on and develop policies and procedures to ensure that College presentation (including uniform), behaviour standards and duty of care requirements are adhered to at all sporting events.
- 2.4. Responsible for recognising student participation and contribution to the co-curricular Sport program including awards for students.
- 2.5. Undertake long term and short term planning for co-curricular sport.
- 2.6. Develop and implement policies and procedures relating to co-curricular sport, in consultation with the Head of Health & Physical Education and other College Leaders.
- 2.7. Actively encourage staff to become involved in the co-curricular sport program as a part of their co-curricular activities, and mentor, motivate and coordinate these staff ensuring they are arranged prior to the start of each term.

3. Administration

- 3.1. Responsible operationally on a day-to-day basis to the Head of Health and Physical Education in the Secondary School. Work with the HoLA to develop, plan and utilize the budget for co-curricular sport.
- 3.2. Responsible for maintaining an up-to-date inventory of stock, resources and equipment for co-curricular sport.
- 3.3. Responsible for resources belonging to co-curricular sport, including repairs and maintenance, in consultation with the HoLA.
- 3.4. Order sporting supplies and associated materials in consultation with the HoLA and within budgetary constraints.
- 3.5. Prepare regular Newsletter articles to promote co-curricular Sport; responsible to the Manager of Promotions and Publications for the preparation of material for College publications, including the Newsletter and annual magazine, *Impressions*.
- 3.6. Liaise closely with the Head of Secondary or Co-curricular Coordinator or other and other College Leaders, ensuring that all planning, programs and activities are discussed and approved.
- 3.7. Ensure that the College calendar is always up-to-date with respect to all sporting events and details of sporting teams which are on or off site after school hours.
- 3.8. Sit as a member of the Associated and Catholic Colleges, Sport Management Committee and Coastal Associated Schools committees, and in consultation with the Principal and the Head of Health & Physical Education, makes decisions on sport policy within the College and the College's position in regard to wider ACC issues that may affect the College. Attend associated meetings of ACC and CAS.
- 3.9. Responsible for giving feedback to and implementing policy working with the HoLA to ensure that Duty of Care guidelines are maintained. This includes a regular review of Codes of Conduct, travel policy, parent permission and other operational policies.
- 3.10. Responsible for ordering, maintaining and monitoring the use of all College sporting equipment and uniforms. This includes the task of ensuring that all staff and students return equipment and uniforms at the conclusion of the sporting season. When appropriate attend Uniform Committee meetings.
- 3.11. Order medals for all sporting teams at the conclusion of each season and organise the presentation of these medals at Secondary Assemblies. In addition s/he must select students (through an established process) for end of year sporting awards and organise citations and presentations for these students (in conjunction with the Head of Health & Physical Education). In a related area, the Sport Coordinator also gives recommendations on the awarding of College Sporting Colours to the Head of Health & Physical Education and attends meetings of the Awards Committee as requested.
- 3.12. In conjunction with the Head of Health and Physical Education and the Head of Secondary, responsible for the organization of the Sports Award evening including the co-ordinating the award winners.

- 3.13. Responsible for organising photographs and reports for all sporting teams for College Newsletters and other publications including the annual magazine *Impressions*. These articles need to be collected, collated, edited and submitted to the Manager for Promotions and Publications.
- 3.14. Act as reference person on all matters of team selection and deal with parents on issues arising from team selection. Act as a resource person for managers and coaches on aspects such as fixtures, organisation, coaching, training and tactics. This support role is a key aspect in the performance of the wider role.
- 3.15. Maintain and develop resource books for CAS, Football Academy and Champion Schools managers and umpires. These contain instructions for each stage of their respective roles, complete with relevant resource sheets and pro forma documents for likely situations and issues.
- 3.16. Keep the Head of Secondary and Secondary Leaders informed of College sport relief requirements.
- 3.17. Work with secondary administration support that will be provided to support administration tasks when required.
- 3.18. Work with the HPE assistant to enable support for other manual tasks

4. Other

- 4.1. Other duties as directed by the Co-curricular Coordinator, HOLA or the Principal.

Qualifications, experience and personal qualities

1. Registration or eligibility for registration with the Teacher Education Board for Western Australia including a teaching qualification.
2. Excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative and ability to work as a team member.
3. The ability to work effectively and under pressure.
4. Able to ignite a passion for sport among adolescents and have the vision and ability to build a sporting program of renown.
5. A current reference from the applicant's Church Pastor/Minister is desirable.

Essential Selection Criteria

The successful applicant must have the capacity to build effective relationships with students, staff and parents to enhance student wellbeing and outcomes. Essential criteria for this role include:

- A committed Christian and an active member of a church;
- Excellent communication and interpersonal skills including relationship building, community engagement and team building;
- Highly skilled classroom teacher of HPE Years 7-12
- Skilled and experienced in developing, implementing and evaluating curriculum;
- Highly developed administrative and organizational skills with the proven ability to manage resources, marking, and prioritise to meet deadlines; and
- Genuine interest in and ability to build rapport with students of varying ages and backgrounds.

Paul Sonneman-Smith
College Principal

October 2025