



Position Description

TITLE: ELITE SPORTS ACADEMY
COORDINATOR MELTON CAMPUS

Report to: Deputy Principal Learning and Teaching

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 1

Time Allowance: 4 periods per cycle

Tenure: Three years with a possible further three years upon successful mid POL appraisal.

The Elite Sports Academy Co-ordinator is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

The Elite Sports Academy Co-ordinator is responsible for designing, implementing, and monitoring strength and conditioning programs for high school athletes from multiple sports to improve their overall performance. They work within the College sports academy setting, providing strength and conditioning support to athletes, and collaborating with coaches and other staff to enhance the athletic development of students.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).

STATEMENT OF DUTIES	
	• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Teaching Duties and Responsibilities	• Be aware of MACS schools Flourishing Learners position statement –<i>Vision for Instruction</i>. • Implementation of explicit instructional practice. • Develop and implement comprehensive strength and conditioning programs for student athletes in a College-based sports academy setting, tailored to the needs of athletes from multiple sports. • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program. • Meet regularly with teachers of the Elite Sports Program to ensure high quality delivery of the Program. • Liase regularly with Academy Sports to ensure smooth implementation of the Elite Sports Program. • Provide individualised coaching and instruction on strength and conditioning techniques, exercises, and training methods to improve athletes' performance, while ensuring safety and injury prevention. • Collaborate with the Strength and Conditioning Coach and teaching staff involved with the ADP/ESA programs to integrate strength and conditioning principles into athletes' overall training plan and contribute to the development of sport-specific training programs and to improve and create a supportive collegial environment. • Manage the administration of all AT, CT for ADP and ESA and manage the ADP/ESA meetings. • Complete the select entry application process for the new Yr 9 ADP and Yr 10 ESA classes. Coordinate the ESA table at the Domain and subject expo and information night. • Educate athletes on the importance of proper nutrition, hydration, and recovery strategies to optimise their athletic performance and overall health.

STATEMENT OF DUTIES

- Maintain and organise strength and conditioning equipment and ensure a safe and clean training environment.
- Keep informed with the latest research and advancements in strength and conditioning and continuously improve your knowledge and skills through professional development opportunities.
- Organize excursions and incursions – completing ACE requests and the development of risk assessments.
- Manage the department budget, completion of purchase orders as per procedure, and tracking expenses.
- Liaise with high level professionals in the Sport, Aquatic and Recreation Industries.
- Organise uniform and ESA specific materials.
- Create course descriptions on Simon for ADP and ESA.
- Create topics for all ADP and ESA classes.
- Supervise lunchtime gym sessions for students.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Be an active member of a relevant professional association as duties permit.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Commit to ongoing professional development in your area of work.
- Continue development of ICT skills as technologies evolve.
- Other duties as directed by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.
- Demonstrated capacity to integrate Church teachings into all aspects of the curriculum.
- Ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

SELECTION CRITERIA	
Commitment to Child Safety	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Teaching Skills and Experience	• Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF. • Ability to utilise data to improve student wellbeing outcomes. • Demonstrated ability to successfully lead change. • Ability to work as part of a team – highly relational. • Outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community. • Self-motivation and confident with an ability to build capacity in others. • Ability and willingness to accept policy directives. • Demonstrated experience in leading best practice in student wellbeing and behaviour management. • Demonstrated experience in the use of ICT. • Highly effective time management skills. • Ability to prioritise and work under pressure. • Ability to work autonomously, design and implement effective strength and conditioning programs based on athletes' needs and goals. • Ability to work in a dynamic and fast-paced environment and adapt to changing needs and priorities. • Demonstrated commitment to safety, injury prevention, and ethical coaching practices. • Demonstrated passion for sports with the ability to help athletes reach their full potential. Essential: • TAE Certificate IV with the ability to teach VET Sport and Recreation (requirement) • Level 2 Strength and Conditioning qualification from a recognised organisation (minimum requirement). • Previous experience working as a strength and conditioning coach, preferably in a school-based sports academy or similar setting. • Strong knowledge of strength and conditioning principles, techniques, and programming for athletes of different sports.

- | | |
|--|---|
| | <ul style="list-style-type: none">• CPR qualifications (training provided).• Current Victorian Institute of Teaching (VIT) registration. |
|--|---|

