

DIRECTOR OF SPORTS & ACTIVITIES POSITION DESCRIPTION



Churchie.

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Director of Sports and Activities
School / Organisational Department:	Cocurricular
Reports To:	Head of Cocurricular
Type of Employment:	Employment Agreement, Fixed Term
Date:	June 2025

Primary Purpose of the Position

The Director of Sports and Activities reports to the Head of Cocurricular and is responsible for effectively managing a vibrant, successful and competitive GPS sports programme across Years 5 -12. This will involve ensuring emerging talent are in place and suitably qualified coaches and coordinators are appointed to achieve this end. The incumbent will have a finely tuned sensitivity to the manner in which the sports programme supports and complements the academic programmes across the School.

The Director of Sports and Activities will mentor and guide our directors, coaches and volunteers by design, implementation and delivery of the annual GPS programmes; as well as provide operational leadership specific to the Schools' sporting culture. The incumbent will provide dynamic, strategic and visionary leadership to the Churchie students by offering opportunity to participate and perform in a team, inspire, lead, improve, serve and strive via the context of sports and activities.

The Director of Sports and Activities attends and supports the cocurricular programme (all GPS sports and related activities) and represents the School at significant forums in the sport and activities educational sector and business community generally.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

The Director of Sports and Activities delivers high quality performance in the following key areas:

Building and Maintaining Positive Relationships

- Communicate effectively with internal and external stakeholders, professional associations, and individuals at all levels, including students, parents, and colleagues.
- Exhibit professionalism in both presentation and demeanour, reflective of the seniority of the position.
- Demonstrate strong interpersonal skills—tact, diplomacy, adaptability—while maintaining relationships with all stakeholders.

- Respect confidentiality, reliability, and integrity, promoting the School positively and professionally to the broader community.
- Attend and advise, as necessary, the AGM's for each Support Group on behalf of the Head of Cocurricular
- Advise the combined executive support group meetings as required to assist the Head of Cocurricular and the Director of Community Relations.

Events

- Oversee the coordination of a variety of events that provide students with opportunities to develop skills, teamwork, and competitive performance, while celebrating achievements.
- Manage key events, such as recruitment, selection, showcase day, fundraising, and celebration functions across all sports.
- Ensure all event dates are scheduled and confirmed for inclusion in the School and GPS calendars.
- Develop and monitor all weekly training timetables, ensuring accurate attendance tracking.
- Collaborate with the Support Groups to manage and facilitate events.
- Leverage events to implement training and competition strategies, including workshops, camps, tours, and major competitions outside the GPS season.
- Awards and Headmaster Assembly support
- GPS Sports and Activities event logistics and oversight from Championship events to GPS home fixtures.

Communication

- Ensure timely, effective communication of key information to the Churchie community via newsletters, assemblies, emails, meetings, and the myChurchie platform.
- Use communication to reinforce shared high expectations, build community, recruit students and coaches, mentor student leaders, and improve performance.
- Regular reports and reviews to Head of Cocurricular.

Manage Resources

- Oversee the recruitment, selection, and activity specific induction of all cocurricular team coaches. Working with school HR to ensuring all paid and voluntary staff have the necessary qualifications, including Blue Cards and Anglican Diocese safeguarding documentation.
- Oversee staff activities and ensure coaches have opportunities for professional development and accreditation.
- Assess professional development needs and in collaboration with the Head of Cocurricular prepare a professional development plan for staff in the cocurricular programme.
- Developing performance plans with sports staff including appropriate annual performance reviews.

- Develop and maintain key programme documents, including the Coaching Development Programmes and Curriculums of each sport.
- Manage facilities, equipment, and uniforms within budgetary constraints.
- Coordinate with parent volunteers and support groups for effective programme delivery.
- Review programme effectiveness at the end of each season and plan for future improvements via the annual performance review process.
- Document and maintain current department and programme processes.

Team Development

- Recruit, develop and review Directors and key roles in each programme.
- Foster a safe, positive, and respectful learning environment that motivates directors to reach their full potential.
- Oversee the standards of conduct, dress, and performance of all participants.
- Recruit and manage qualified coaches, overseeing their development and performance.
- Oversee the development of activity-specific training plans and their implementation by the directors.
- Assess the effectiveness of processes, structures and frameworks and recommend changes as required.
- Develop the professional content of the sports programme involving other colleagues as appropriate and lead the implementation of key initiatives to ensure they are effectively executed of normal operations.
- Ensure good coordination and effective cooperation across all programmes.
- Prepare strategic plans for each sport and activity with the aim of achieving set Key Performance Indicators (KPIs)
- Work with the Head of HPE to ensure proper coordination of activities for students as part of the HPE programme, assisting in broader HPE initiatives where needed.

Administration

- Administer the operations of all GPS programmes, attend support group meetings, and report to the Head of Cocurricular.
- Develop and implement processes to identify, review and assist Sport scholarship students whose achievement and academic progress is below expectations.
- Various GPS programme process oversight: medical, attendance, selections, trial and team selections, calendars and behaviour management.
- Oversee regular reports, including Sports Plans, Season Survey, Viking Report, Annual Reports, and Budget updates to the Head of Cocurricular.
- Oversee Sports and Activities Staffing, ITC and Capital Expenditure budgets and all GPS Sporting programmes and Support Groups.
- Work closely with the School Risk and Compliance Officer to ensure the effective implementation of risk management strategies.

Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

Teaching and Cocurricular

- Maintain a regular teaching commitment as agreed.
- Maintain a regular cocurricular commitment each year as agreed.

Personal Growth

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

Spiritual Awareness

- Support the School Chaplaincy team by teaching Religious Education, if such a deployment is required by timetable constraints;
- Attend School Chapel and House Chapel services as a model for colleagues and students.

Community Service

- Participate in and support Community Service initiatives at the School.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

From time to time additional duties may be required by the Headmaster.

Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children

Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

Selection Criteria

1. Extensive knowledge and experience in sports programme management, supported by relevant qualifications.
2. Strong organisational and time management skills with demonstrated experience in leading and developing teams.
3. Excellent communication and interpersonal skills, capable of establishing positive professional relationships with all stakeholders.
4. Proven ability to foster a high-performing team environment built on trust and authenticity.
5. A high level of professionalism, strong work ethic and excellent communication skills in a range of formal and informal settings;
6. A capacity to contribute in a highly professional, balanced dedicated manner to the School's academic, pastoral, service and cocurricular programmes;
7. Willingness to contribute to the spiritual, community, and cocurricular life of the School.
8. Eligibility to work in Australia, experience as a Qualified Teacher and be registered, or eligible to be registered, with the Queensland College of Teachers.