

# **Position Description**

## **Director of Sport – Operations**

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### **BACKGROUND**

Sport is an integral part of life at Barker and we have a clear and distinct focus on ensuring that all students have what they need to thrive; to grow, to inspire, to serve, to think critically and to be a learner fully engaged with the world around them. We also believe that participation in sport, coupled with healthy competition and skills development are essential elements in the development of well-balanced young people. A strong sense of sportsmanship and fair play is fostered among the whole School community.

At Barker all students are involved in sport and Saturday sport is often the highlight of a student's week at school, as it brings a healthy balance to their life. Our aim is to provide students with an enjoyable sporting experience, where excellence is pursued and individual potential realised.

We have a fine tradition on the sporting field and Barker has produced many State and National champions, including Captains of National teams. Our school teams are renowned for their dedication and commitment and being selected in a School team is a matter of pride.

Most sports offer several levels of interschool competition and students are carefully graded to a team that matches their individual level of skill. In addition students compete in House Competitions including Athletics, Swimming and Cross-Country. Secondary School students predominately compete in the CAS and ISA competitions.

### **OVERALL PURPOSE OF THE POSITION**

The Director of Sport - Operations holds a key position in the success of co-curricular sport at Barker College and is responsible for the operational management of the School's sports programme for students in Years 7 – 12.

The Director of Sport - Operations reports to the Head of Sport and works closely with Sport Coordinators, Directors, Sport Administrators, coaches and the Junior School Director of Sport.

It is expected that the Director of Sport - Operations will work approximately 20 hours per week outside of school hours, through attending training and weekend matches. Additional out of hours work may be required for attending camps, functions and tours. Qualified teachers may work up to 0.2 in the classroom.

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### **PRIMARY DUTIES & RESPONSIBILITIES**

The Director of Sport - Operations role is operational in nature and is responsible for facilitating an outstanding sporting experience for all Secondary School students at Barker College.

Primary duties and responsibilities include but are not limited to the following broad areas:

**Students**

- Develop, mentor, challenge and inspire our students to have a passion for co-curricular activities, utilising a range of strategies to ensure students reach their full potential, with a focus on teamwork and genuine sportsmanship.
- Understand the importance of student wellbeing and health, being mindful of student workloads, and collaborating with the Head of Sport and the Heads of House to ensure the wellbeing of the student is at the forefront
- Actively support the development of all teams regardless of age and ability
- Encourage high standards of student dress, punctuality, and behaviour and reinforce the role of the coach in upholding these standards
- Facilitate the promotion of Red Awards and use the Promoting Positive Behaviour framework in relation to student conduct

**Coordination**

- Work closely with the Head of Sport to facilitate all operational aspects of the Secondary School sport program
- In conjunction with the individual sport coordinators and sport administrators, undertake the sport registration process for years 7-12
- In conjunction with the individual sport coordinators and directors, facilitate the selection of teams and nominate for respective competitions and representative pathways
- In conjunction with the Junior School Director of Sport and the Head of Sport, manage the scheduling, training times and the compilation of fixture lists for sports 7-12
- Make appropriate arrangements for booking external venues, transport to those venues and catering at the venues where and when required
- Attend training sessions, weekend matches and other sporting events to support and coach the coaches, and facilitate student engagement and development
- Abide by the codes of conduct and assist coaches in ensuring that coaches, players and spectators do so as well
- Assist the Head of Sport with risk management, policy and process creation and application in relation to sport
- Facilitate the sport induction process for all casual and permanent sport staff

**Communication**

- In consultation with sports administrators and coordinators, facilitate communication with students and families regarding all aspects of sport including trainings, fixtures, transportation, uniforms, and inclement weather
- Ensure the safety of all students and staff within the Secondary School sport program including reporting hazards, incidents, accidents and potential risk to the Head of Sport or Maintenance
- Facilitate appropriately timed communications regarding sporting fixtures, team lists and training schedules
- Ensure high levels of accurate information reaches key stakeholders including students, parents, internal departments and external associations in a timely manner
- Communicate effectively and often with coaches, officials and staff
- Communicate with outside organisations including CAS, ISA and CIS including attendance at relevant meetings of CAS and ISA as delegated by the Head of Sport
- When necessary, be a contact point for players, parents, coaches and officials
- Present at assemblies as required, and undertake promotional activities

- Coordinate coaches and team managers to prepare articles for publications and social media as required

**Resources**

- Assist with the maintenance of storage areas and ensure that any hazards on or off the field are effectively managed
- Liaise with the Grounds and Maintenance staff regarding the use of grounds and facilities
- Together with the Head of Sport, facilitate the post season process of coaches feedback, student awards and representation, stocktake of equipment and summaries of sport results
- Ensure the ongoing development of coaches, including observation, feedback, individual development plans, training and education
- Provide advice on player management and coaching strategies where appropriate
- Provide assistance in identifying and recruiting coaches and umpires
- Liaise with the Head of Sport and People & Culture department to ensure all coaches are recruited and onboarded appropriately (including undertaking referee checks, ensuring the provision of Working With Children's Checks, Police Checks, evidence of the relevant coaching qualification and comprehensive induction)
- Advise the Head of Sport if coaches have not supplied paperwork to ensure coaches do not commence work until all pre employment checks have been completed and a contract has been signed
- Assist the Head of Sport with the collation of timesheets and approval of coaching hours
- Collaborating with the Head of Sport, undertake a review of each sport post season to ensure quality assurance and ongoing development

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**ESSENTIAL PERSONAL ATTRIBUTES**

- Ability to support the Christian values and ethos of the School
- Proven ability to develop and manage collegial relationships
- Exceptional personal standards of honesty, integrity and professionalism
- Excellent organisational skills and ability to work effectively under pressure
- Excellent interpersonal skills, with the ability to relate to and communicate with students, parents and staff
- Commitment to a child safe culture

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**ACCOUNTABILITY****General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Annual Performance Review and/or Disciplinary Processes. This defined accountability is underpinned by the Barker College Staff Code of Conduct and Performance Management processes.

**Child Safety**

Barker College maintains that the safety of children and young people is paramount. There is a zero tolerance of all forms of child abuse and student voice is actively encouraged and supported. The College has policies and processes in place to protect students from harm and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

**Work Health and Safety**

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. All

staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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#### **QUALIFICATIONS AND REQUIRED EXPERIENCE**

- Proven track record of coordinating large sports in an educational setting
  - A deep understanding of a variety of sports
  - Experience in management of staff, students and facilities
  - Experience in risk management of logistically challenging programs
  - A qualification to teach in NSW would be an advantage
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#### **ORGANISATION CHART RELATIVE TO POSITION**

**The Supervisor's Supervisor:**

**The Immediate Supervisor:**

**This position:**

**The Deputy Head – Student Experience**

**Head of Sport**

**Director of Sport - Operations**

#### **APPROVAL**

This position description accurately details the primary duties and responsibilities of the **Director of Sport - Operations**

*Approved by the Head of Sport in May 2025*

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#### **ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:**

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**Signature of Staff Member:**

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**Date:**

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