



## **JOB DESCRIPTION**

### **Sports and Physical Recreation Co-ordinator**

**Hours of Work:** 40 hours per week (negotiable)

**Responsible To:** Principal

**Functional Relationships with:**

HOD Health and Physical Education  
Sports Coaches  
Community Sports Organisations  
Parents and wider school community  
Sponsors

**The sport and physical recreation programme aims include:**

- Student self-development
- Enhancing the profile of sport and physical recreation at the school, within the school and the community
- Increasing participation in sport and physical recreation
- Increasing the quality of student participation in sport and physical recreation
- Assisting students in gaining enjoyment from sport and physical recreation
- Delivering sport and physical recreation safely to students
- Catering for the different needs of all students

**The Primary Objective of the Position**

- to provide leadership for the school's sport and physical recreation programme in the following Areas of Responsibility
  1. Administration
  2. Communication
  3. Participation
  4. Professional Support and Training
  5. Resource Management
  6. Community Involvement
  7. Promotion

**The Position:**

- requires the appointee to lead, manage and enhance the school's sport and physical recreation programme and the people who participate in it
- will require close relationships and strategic alliances with a variety of community personnel and groups

Key Tasks	Expected Results
<b>ADMINISTRATION</b>	

1. Attend regular meetings of Staff in Charge of sports/activities	<ul style="list-style-type: none"> <li>Records kept of agenda, minutes and decisions taken</li> <li>Consistent, coordinated approach to organisation of sport and physical recreation within the school</li> <li>Regular interchange of up-to-date information with staff, support staff and SLT to enable effective ongoing planning</li> </ul>
2. Coordinate team entries and payment of fees	<ul style="list-style-type: none"> <li>School teams entered in all relevant competitions and events according to participant interest</li> <li>Fees required communicated and system established for collection and payment</li> <li>Team lists established to form database of participant numbers</li> </ul>
3. Attend Regional Sports Coordinator Meetings	<ul style="list-style-type: none"> <li>Regular contact established and maintained with RSD</li> <li>Accurate information is received and disseminated to teachers in charge of sports and other relevant people</li> </ul>
4. Prepare Sport and Physical Recreation Budget	<ul style="list-style-type: none"> <li>Budget allocated to sport <b>and physical recreation</b> according to established criteria</li> <li>Sport and physical recreation budget managed efficiently and appropriate records maintained</li> </ul>
5. Organise Awards and Prize giving ceremonies	<ul style="list-style-type: none"> <li>Student achievements, team and individual, are recognised</li> <li>Sports Awards ceremonies are held after each summer and winter season</li> <li>Annual Sports Dinner planned, organised and carried out</li> <li>All coaches/managers/officials suitably acknowledged at end of each season</li> </ul>
6. Promote Fair Play principles in sport and recreation programme	<ul style="list-style-type: none"> <li>Codes of Conduct for all participants are established and distributed</li> <li>Awards are made to deserving individuals/ groups in assemblies</li> </ul>

Key Tasks	Expected Results
<b>COMMUNICATION</b>	

1. Establish effective liaison with RSD	<ul style="list-style-type: none"> <li>Information received on events and programmes in the region is current and relevant</li> <li>The services of the RSD/RST are available to improve the delivery of the sports and physical recreation programme to students</li> </ul>
2. Ensure good communication channel within the school	<ul style="list-style-type: none"> <li>Information available to students of sport and <b>physical</b> recreation activities offered</li> <li>Up-to-date, accurate information on timetabled events available to staff/students/parents</li> <li>Inward correspondence is copied, distributed, filed and responded to as required</li> <li>Information re draws, results, etc. passed on to teachers-in-charge of sports</li> <li>Sports Notice boards established and maintained</li> </ul>
3. Collect, collate and record results, achievements of school	<ul style="list-style-type: none"> <li>Record maintained for all competitions and events</li> </ul>

teams/students	<ul style="list-style-type: none"> <li>• Results/student achievements communicated in assemblies, school newsletters and magazine, and to local media</li> <li>• Regular sports assemblies held to celebrate and publicise achievements of participants</li> </ul>
4. Ensure good communication channel between school and wider community	<ul style="list-style-type: none"> <li>• Game results/student achievements/news included in newsletters</li> <li>• Contact established and maintained with local media (Community and Regional newspapers, Radio)</li> <li>• School sport and physical recreation groups and programmes are promoted and publicised in the community</li> </ul>
5. Prepare and present an Annual Report to the Board of Trustees	<ul style="list-style-type: none"> <li>• Report presented and accepted</li> <li>• Summary of report printed and distributed to parents and wider school community.</li> </ul>

<b>Key Tasks</b>	<b>Expected Results</b>
<b>INCREASE PARTICIPATION</b>	

1. Promote and publicise opportunities available within the School sports and physical recreation programme	<ul style="list-style-type: none"> <li>• All students, including new entrants, aware of what is available</li> <li>• A wide range of sport and physical recreation activities are offered</li> <li>• Flyers, posters and informative notices are produced promoting school sports and activities</li> </ul>
2. Target specific activities to increase participation	<ul style="list-style-type: none"> <li>• Sport and Physical Recreation Registration days (summer and winter) are well organised and promoted</li> <li>• View Year 9 enrolment forms and use information to encourage students to participate</li> <li>• Survey is developed and carried out to determine student interest in individual sports and activities</li> <li>• Activities not currently offered are planned and developed when sufficient interest shown</li> <li>• Facilities and/or equipment made available to targeted groups (eg. girls only use of weights room at set times)</li> </ul>
3. Organise and coordinate lunchtime interhouse/interform sports and physical recreation programme	<ul style="list-style-type: none"> <li>• Timetable of scheduled events is produced</li> <li>• Regular organised sport is available at lunchtime to interested students</li> <li>• Supervised recreational activities are provided for interested students</li> </ul>
4. Organise and promote major school sporting events	<ul style="list-style-type: none"> <li>• All students are aware of planned events and have opportunity to enter/participate</li> <li>• Major events are well organised and provide enjoyable experience for all involved</li> </ul>

<b>Key Tasks</b>	<b>Expected Results</b>
<b>RESOURCE MANAGEMENT</b>	

1. Organise and coordinate system of issuing equipment for use by students at lunchtime	<ul style="list-style-type: none"> <li>• Sport and physical recreation equipment is available at lunchtime for regular use</li> <li>• Sport and physical recreation equipment is issued for use, returned and stored</li> <li>• Damaged equipment noted immediately and repair undertaken</li> </ul>
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| 2. Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation uniforms  | <ul style="list-style-type: none"> <li>• An accurate inventory of sport and physical recreation uniforms is established</li> <li>• An accurate record of uniform distribution and return is maintained</li> <li>• Uniforms not returned are followed-up promptly</li> <li>• Uniforms stored in clean, tidy condition</li> <li>• Repair, maintenance and replacement managed</li> <li>• School teams are appropriately attired for activity</li> </ul> |
| 3. Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation equipment | <ul style="list-style-type: none"> <li>• An accurate inventory of sport and physical recreation equipment is established</li> <li>• An accurate record of equipment distribution and return is maintained</li> <li>• Equipment not returned is followed-up promptly</li> <li>• Equipment stored in tidy usable condition</li> <li>• Repair, maintenance and replacement managed</li> </ul>  |

<b>Key Tasks</b>	<b>Expected Results</b>
<b>PROFESSIONAL SUPPORT AND TRAINING</b>	

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| 1. Formulate and establish policy for organisation and running of sport and physical recreation in the school                          | <ul style="list-style-type: none"> <li>• Relevant School Sports and Recreation Policy is established and operated</li> <li>• A plan for the delivery of sport and physical recreation in the school is developed and instituted</li> <li>• Guidelines are established and published for coaches, managers, players and supporters of all school sport and physical recreation</li> </ul>   |
| 2. Develop and establish a training programme to meet the needs of coaches and officials – staff/students/parents/community volunteers | <ul style="list-style-type: none"> <li>• A coordinated in-service training programme for coaches/managers/officials is established</li> <li>• Coaching seminars and sports workshops are provided</li> <li>• Relevant, trained personnel deliver seminars/ clinics to coaches/managers/officials</li> <li>• Staff, students and parents are aware of the opportunities for training available to them</li> <li>• Staff take the opportunities offered to increase knowledge and qualifications</li> <li>• Students are provided with the opportunities to develop and strengthen leadership skills</li> <li>• Funding streams to support training are sought and accessed</li> <li>• The number of trained coaches/managers for school teams increases</li> <li>• All sports team coaches are trained in sports injury prevention and provided with a first aid kit</li> </ul> |
| 3. Develop and establish a system to ensure the safety of all involved in the sport and physical recreation programme                  | <ul style="list-style-type: none"> <li>• RAMS forms, permission slips, accident records, etc. established, made available for use and collected as required</li> <li>• Equipment maintenance schedule established and followed</li> </ul>  |

<b>Key Tasks</b>	<b>Expected Results</b>
<b>COMMUNITY INVOLVEMENT</b>	

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| 1. Establish and maintain links with community sports and physical | <ul style="list-style-type: none"> <li>• Establish partnerships with local sports clubs and physical recreation groups to access services or resources</li> </ul> |
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recreation clubs and agencies

- Students unable to be catered for within the school are offered opportunities to participate in local community
- Volunteers able to be recruited for use within the school programme

Gain the ability for the school to access sport and/or recreational facilities not available within the school environs

2. Promote school facilities and resources for use by community groups

- School facilities able to be accessed for use outside of school hours
- Hireage of school facilities maximised and income stream generated

Facilities are promoted to potential users and an administration system for booking, hireage costs, use, etc. is established and coordinated

3. Develop a plan to coordinate fundraising efforts for school activities, teams and events

- A coordinated approach is made to organisations with the potential to provide sponsorship funds

Fundraising events are adequately planned and fit within an established timetable

## Key Tasks

## Expected Results

### PROMOTION

1. Promote achievements of students within sport and physical recreation

- Students achievements, team and individual are recognised
- Regular Sports Assemblies are held
- Sports results and news included in School newsletter
- Regular liaison maintained with local community and daily newspapers
- Nominations for local, regional and national awards are made when relevant

2. Promote positive benefits of participation in sport and physical recreation within school and community

- Guest speakers and appropriate role models organised to present to assemblies or specific sports groups

3. Promote the establishment of sports clubs and physical recreation groups within the school

- Clubs to have a direct link with an established community club or organisation
- Community club to provide volunteer assistance with administration and coaching support
- Students provided with possible pathway school sport and physical recreation to community sport and physical recreation