

# Liston College

## Sports Co ordinator Job Description

**Name:**

**Position:** Sports Co ordinator

**Responsible to:** Deputy Principal / Sport

**Review Period:** Annually

**Hours of Employment:** Full Time, Permanent, Teaching position

**Key Responsibilities**

- Development and Management of School Sports**
- Sports Administration**
- Management of Resources and Coaches**
- Health and Safety / EOTC**
- Teaching Physical Education**

<b>Key Tasks</b>	<b>Expectations</b>	<b>Expected Outcomes</b>
<b>Management of School Sport</b>	<ul style="list-style-type: none"><li>• Lead and manage all School Sport</li><li>• Manage all Sports administration and activities</li><li>• Manage Funding, Transport, Trips and Sports equipment and gear</li><li>• Manage Sports Awards</li><li>• Manage Budgets</li><li>• Manage Health and Safety / EOTC</li></ul>	Manage School Sport and maintain Sports Administration
<b>Management of Sports Personnel and Resources</b>	<ul style="list-style-type: none"><li>• Manage Sports Coaches and other Personnel.</li><li>• Manage Sports resources</li></ul>	Manage Sports Personnel and resources effectively
<b>Communication, Marketing and Promotion of Sport to the College community.</b>	<ul style="list-style-type: none"><li>• Ensure Sport is marketed and promoted to the College community.</li></ul>	Promote and market School Sport and communicate effectively with the school community.

<p><b>Sustainability and development of sport within the College.</b></p>	<ul style="list-style-type: none"> <li>• Ensure Sport is developed and sustained at the College</li> </ul>	<p>Ensure that an effective development programme is established for the appropriate sports.</p>
<p><b>Teaching Duties</b></p>	<ul style="list-style-type: none"> <li>• Take timetabled classes as required /negotiated each year.</li> <li>• Fulfil and meet the Code of Professional Responsibility and Standards for the Teaching Profession as set out by the Teaching Council.</li> </ul>	

## General

<b>Maintain good relationships</b>	<ul style="list-style-type: none"> <li>• Maintain high communications with all parties</li> <li>• Establish and maintain good working relationships with staff, coaches and other liaising groups and personnel.</li> <li>• Maintain a calm and professional manner at all times especially under pressure.</li> </ul>	High quality communications with staff, coaches and other liaising groups and personnel.
<b>Teamwork:</b>	<ul style="list-style-type: none"> <li>• Contribute by sharing talents, interests, and expertise</li> <li>• Assist others when required in meeting deadlines for the whole organisation</li> </ul>	Contribute to the school team in meeting all organisation deadlines
<b>Work Environment:</b>	<ul style="list-style-type: none"> <li>• Be flexible and adaptable to changes in procedures, system and regulations</li> <li>• Take responsibility for meeting all deadlines</li> </ul>	Be willing to assist others in the work environment to provide high quality service and meet deadlines
<b>School Projects and Initiatives</b>	<ul style="list-style-type: none"> <li>• To assist as required in new projects and initiatives in the school.</li> <li>• Undertake professional learning to keep aligned with current and new practices.</li> </ul>	Participate in the future projects and initiatives in the school
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to meet deadlines</li> <li>• Ability to work independently</li> <li>• Excellent interpersonal skills.</li> <li>• Excellent ICT skills</li> <li>• Shows initiative</li> <li>• Knowledge of School Sport</li> <li>• Ability to understand the big picture</li> </ul>	