

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 22 February 2016
Division: Statewide Services	
Directorate: Teaching and Learning Services	
Branch: Cross-Sectoral Curriculum Partnerships	
Section: School Sport WA	

THIS POSITION

Title: Coordinator, School Sport

Classification: Level 6

Position No: 00022533

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager, Cross-Sectoral Curriculum Partnerships
LEVEL: 8
POSITION NUMBER: TBC

TITLE: Manager School Sport WA
LEVEL: 7
POSITION NUMBER: 00012170

This position and the position of:

Title	Level	Position No
Coordinator, School Sport	6	00030569

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Coordinator, School Sport	Level 6	00022533	22 February 2016

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

The Statewide Services Directorate is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Teaching and Learning Services Directorate is responsible for the state-wide delivery of services and support to schools and networks to:

- improve the quality of classroom instruction
- develop the professional capacity of teachers and curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools.

The Cross-Sectoral Curriculum Partnerships Branch is responsible for the management and implementation of specific state and national strategic education programs. Typically, these programs involve partnership and liaison with the non-government school sectors in Western Australia. The delivery of support and services to public schools to assist them in the implementation of these programs is a key responsibility of the Branch.

School Sport Western Australia (WA) develops policy and strategic direction in the management of support and services to students and schools. It provides leadership and allocates resources to initiatives and supports regions in their implementation of key initiatives, which includes the promotion, planning,

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establishment and management of competitive interschool, interstate and international sport for Western Australian school students.

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ROLE

The Coordinator, School Sport:

- provides assistance and support to the Manager School Sport WA in relation to the delivery of competitive school sporting opportunities for students in all Western Australian schools
- promotes, plans, establishes and manages competitive interschool, interstate and international sport for Western Australian school students, including country weeks, national carnivals and inter-school swimming and athletic carnivals
- facilitates the cooperation between the relevant agencies and contributes to the overall cohesion of sport policy and organisation
- develops, monitors and reviews School Sport WA Association policies consistent with related Departmental and other educational sector policies
- researches, develops and implements procedures and guidelines for interstate team activities, duties of interstate officials, functions of sport coordinators and committees, program budgeting, codes of conduct and equity in competition
- selects, prepares and presents international teams
- liaises with regional offices and schools for effective feedback on, and implementation of School Sport WA policies
- liaises with relevant Government and Non-Government sporting bodies, local government and other relevant agencies state-wide and inter-state to facilitate cohesion between competitive junior sport programs and community providers
- works with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools, teachers and/or students.

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OUTCOMES

1. Positive sporting attitudes and practices are promoted and fostered in Western Australian schools.
2. Safe, well-managed and appropriate sporting programs are provided for all Western Australian school students.
3. Teams participating in national and international competitions conducted by School Sport Australia and the State and National Sport Associations are effectively and efficiently facilitated and are complementary to the sequential development plans of sporting associations.
4. The integration of school and community sport is enhanced through liaison with public and private sector agencies, sport delivery agencies and other educational sectors through forums that facilitate discussion and agreement regarding school sport.
5. School Sport WA policies are developed, implemented and maintained and are aligned with Departmental policies and, where relevant, within the policies of other educational organisations and sectors.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated high-level knowledge and understanding of the policy directions and issues relating to the organisation of competitive sport for students in schools.
2. Demonstrated highly developed program management skills, including the ability to plan, organise, coordinate and financially manage competitive sporting activities at different levels.
3. Demonstrated highly developed verbal and interpersonal communication skills, including the ability to deal with high-level negotiations and consultations.
4. Demonstrated highly developed written communication skills, including experience in the preparation of policies.
5. Demonstrated experience in providing support for educational leadership with respect to school sport in Western Australia.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- hold or obtain a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement; and
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 22 February 2016
TRIM REF # D16/0128544