



Nowra Anglican College is a respectful community, grounded in Christ's compassion, learning to live with wisdom.

<b>Position Title</b>	Head of Sport K-12
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Director of Student Wellbeing then Deputy Principal: Wellbeing and Growth
<b>Key working relationships</b>	Director of Student Wellbeing, Deputy Principal, Head of Senior School, Head of Junior School, Junior School Sports Coordinator, Sports Administrator or Sports Ready staff member, P-12 Teaching Staff and SASSA Convenor.
<b>Last reviewed</b>	June 2026
<b>Position Purpose</b>	<p>The Head of Sport will be an exceptional leader, an excellent classroom teacher and have a strong desire to provide high level sporting opportunities for students at Nowra Anglican College.</p> <p>The Head of Sport will oversee and coordinate all aspects of the school-based and representative sports programs across the College, K-12. This includes organising school sports carnivals and representative sporting opportunities and organising the Secondary weekly sports program.</p> <p>The Head of Sport is expected to be a key leader within the school and uphold the College's Christian Vision, Mission and Values and uphold the College's Building Learning Power Teaching and Learning Framework.</p>
<b>Position Overview</b>	<p>The Head of Sport is required to lead the organisation, communication and promotion of representative sport at Nowra Anglican College.</p> <p>The Head of Sport will promote school spirit in the wider community, ensuring NAC is well represented and is reputationally strong.</p> <p>The Head of Sport should have well-developed organisational skills, a demonstrated ability to communicate effectively with a large range of stakeholders, knowledge of sporting pathways and skills in working with sports coaches to ensure they exercise their responsibilities. The Head of Sport should lead by example in terms of their organisation, interactions with students and communication with stakeholders.</p> <p>The Head of Sport is expected to be a leader in the College and apply the College's Christian Vision, Mission and Values to all sporting activities.</p>
<b>Preamble</b>	Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.

<p><b>Who are we, and what do we commit to?</b></p>	<p><b>Our Vision</b> To be a community of learners, living and serving in Christ’s world.</p> <p><b>Our Mission</b> To provide a high-quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners, we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.</p> <p><b>Our Values</b> Respect   Compassion   Wisdom</p> <p><b>All staff are to demonstrate a commitment to the school’s vision, mission and values in all interactions with colleagues, students, parents and the wider community</b></p>
<p><b>Involvement in the Life of the School</b></p>	<ul style="list-style-type: none"> <li>● Attendance at Staff Devotions.</li> <li>● Attendance at other staff meetings and committee meetings when required.</li> <li>● All teaching staff are involved in the Pastoral program in the College.</li> <li>● All staff are required to run a co-curricular activity such as a music ensemble, lunchtime club or sporting team.</li> <li>● Performing other duties that are deemed appropriate by and in negotiation with the Principal as required from time to time.</li> </ul>
<p><b>Key Responsibilities Head of Sport</b></p>	<p><b>Program Management and Operations</b></p> <ul style="list-style-type: none"> <li>● Ensure the College Calendar is proactively managed with all College sports events, SASSA and AICES events in which students may be participating.</li> <li>● Ensure VTR forms for all internal and representative sporting events are completed according to College guidelines.</li> <li>● Ensure all administration including permission notes, risk assessments and transport arrangements are completed in a timely manner.</li> <li>● Oversee the role of the Sports Ready or Sports Administrator in their duties.</li> <li>● Promote events and activities and ensure appropriate recognition for students through avenues such as the College bulletin and magazine, social media and assemblies and presentations or sports awards.</li> <li>● Organise and run the Annual Senior School Sport Assembly including oversight and recording of the points system to allocate key awards such as Sports Person of the Year.</li> <li>● Oversee the recording and allocation of Sport related house system points</li> </ul> <p><b>Oversight of School Sporting Activities</b></p> <ul style="list-style-type: none"> <li>● Organise and lead all Senior School carnivals (Swimming, Cross Country and Athletics) including communicating staff duties prior to the carnival and communicating to parents and student's details of the carnival.</li> <li>● Co-organise Junior School Sports carnivals (Swimming, Cross Country and Athletics) with the Junior School Sports Coordinator, including communicating staff duties prior to the carnival and communicating to parents and student's details of the carnival.</li> <li>● Coordinate all internal school sports for Senior School, planning sport options well in advance for each term, liaising with local external sport</li> </ul>

providers for the use of their facilities and ensuring organisation meets College VTR requirements.

- Work with timetable administration staff to coordinate weekly sport staffing and manage appropriate and fair term-by-term sport choices a term in advance.

#### **Oversight of Representative Sporting Activities**

- Represent Nowra Anglican College at SASSA, and if appropriate, AICES forums.
- Liaise with SASSA and AICES sporting officials to ensure effective communication between these organisations and the College.
- Ensure there is timely communication to parents and students about upcoming opportunities, selection processes and final team selections. Ensure parents are informed of any change of dates or arrangements due to rescheduling.
- Work closely with the Junior School Sports Coordinator to ensure effective management of Junior School representative events.
- Organise, source, and deploy qualified coaches and staff for all sports events and internal supervision, ensuring they hold the relevant qualifications.
- Liaise with coaches, electronically and in person, on their obligations when taking a sporting team. Duties of a Sports coach include providing the Head of Sport with a list of those students competing, providing timely written information to students, arranging selection and training times, organising uniforms and ensuring students have completed permission by the due date.
- Work collaboratively with relevant school staff to coordinate staffing, schedules, and covers for absent sports staff.

#### **Resource Management**

- Contribute to the annual budgeting process and liaise with relevant College staff to assist in managing the sport budget, collaborating closely with the Head of PDHPE for annual resource review.
- Oversee the purchase, maintenance and replacement of sporting teams equipment, including uniforms.
- Communicate and work closely with the Director of Student Wellbeing in managing the budget for College sport.
- Acknowledging that this is a developing role, additional requirements may be added from time to time.

#### **Pastoral Care**

- Ensure that students understand behavioural expectations when engaged in College school sports and representative activities. Address any concerns arising promptly and in accordance with College disciplinary processes.
- Ensure that students and teachers are not disadvantaged by being overburdened by school sporting commitments.
- Liaise with parents and Pastoral Care staff (Director of Wellbeing, Year Coordinators) to support students in managing academic and sporting demands.

#### **Duties - WHS**

Be aware of and respond appropriately to any Work, Health and Safety issues raised by materials, practice or accommodation related to the subject.

<b>Duties - Corporate</b>	<p>Contribute to and maintain the College’s reputation, ethos and values with colleagues, students and the wider community:</p> <ul style="list-style-type: none"> <li>● Promote and model the College’s mission, vision and values.</li> <li>● Encourage students to know and live the College values in all aspects of their lives.</li> <li>● Encourage students to wear the College uniform correctly and with pride.</li> <li>● Model and uphold a high standard of professional behaviour.</li> <li>● Actively implement the College’s strategic plan</li> </ul>
<b>Selection criteria (Please address these in your cover letter)</b>	<ul style="list-style-type: none"> <li>● Demonstrated and sensitive commitment to the Christian gospel and its place in the aims and goals of the College with a willingness to develop these aims through professional leadership of sport within the College.</li> <li>● Degree plus recognised teaching qualifications. For example, Bachelor of Education or equivalent, or an undergraduate degree plus post-graduate qualifications in teaching.</li> <li>● Eligible to be accredited with the NSW Educational Standards Authority (NESA).</li> <li>● A Working with Children Check (WWCC).</li> <li>● Strong organisational skills</li> <li>● Strong verbal and written communication skills.</li> <li>● Flexibility</li> <li>● Strong problem solver</li> <li>● Commitment to applying the College Code of Behaviour and the consequences for upholding and breaching the College expectations consistently, as described in College policies and procedures.</li> <li>● Outstanding communication skills with the demonstrated capacity to liaise with several different internal and external parties in the organisation of events</li> <li>● Demonstrated ability to manage daily operations including the ability to work under time pressure</li> </ul>
<b>Allowance</b>	Coordinator 2 position with a time allowance.
<b>Start Date</b>	January, 2027 or earlier by negotiation.
<b>Additional Details</b>	<p>The Head of Sport as a member of the Senior Teaching Team is expected to commence at 8:15am in the morning and finish from 3:45pm in the afternoon.</p> <p><i>This role description cannot outline every responsibility that this role may incur and as such should be read with this understanding.</i></p>