



# NEWHAVEN COLLEGE

Position Description

Head of Primary Sport and Physical  
Education

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## DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12., offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care being a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

At the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfill our aspirations. Join us on this journey and add value to Newhaven College's future.

## OUR SCHOOL VALUES

Respect      Honesty      Empathy      Responsibility      Excellence

Job Title	Head of Primary Sport and Physical Education
Reports to	Director of Sport Head of Junior School/Middle School
Date	September 2024
Employment Status	Temporary fixed term contract for 2025 academic year 1 FTE (Full Time)
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise 2023 - 2026 based on skill set and experience.

## POSITION PURPOSE

The Head of Primary Sport and Physical Education is responsible for the leadership and effective management of all Physical Education and Sport activities in the Primary (Junior School) – Prep to grade 6). This position has multiple report lines for guidance and support. The Head of Primary Sport and Physical Education role shall undertake and be responsible for smooth operational matters on a day to day with clear physical education and sport activities to promote growth and active/movement of students.



## TERMS OF APPOINTMENT

- The position is for a Temporary – fixed term contract - Full Time (1 FTE). A minimum employment period of 6 (six) months shall apply upon commencement.

## Responsibilities and Accountabilities

- Demonstrated passion in sports and physical education with enthusiasm to promote the participation of students in the program design that lends to achievement and qualities of fairness, respect and generosity to other plays and opposing team.
- Develop effective programs that enhance fitness, skill acquisition and development for junior students.
- Be dynamic in the delivery of physical education to cater for individual needs.
- Manage, coordinate with planning and great communication skills to ensure sports programs are delivered effectively that may require direction/guidance to other colleagues.
- Engage and encourage students to be involved with external programs, opportunities and clubs that are appropriate for the student to engagement interest.
- Ensure students are aware and have opportunities to participate in sports days, house carnivals and competition up to National level. This includes pathways for talented students, so they are challenged in physical education and sports area.
- Liaise with Head of Learning to ensure continuity of curriculum and sporting experience for students moving from primary year levels to secondary.
- Oversee the implementation of appropriate discipline strategies to ensure that all students learn and participate effectively in the physical education and sports program.
- Oversee and ensure student uniform standards and maintained and upheld.
- Organise coaches' sports reports for assemblies as deemed appropriate along with award, presentation evenings.
- Communicate and maintain sports records to be maintained online by the PA to the Principal.
- Provision of critical information relating to sport activities and events with the Daily Organiser.



- Provide guidelines to Junior school staff involved in coaching SEISA program and activities.
- Take an active role in overseeing management of staff who are coaching sporting teams, validity of selection, coaching regularly, administer and facilitate the buses are booked as required.
- Book venues, confirm fixtures and organise matches within South Coast Primary Schools Sports Association (SCPSSA) competitions.
- Represent Newhaven College in the South Coast Primary Schools Sports Association (SCPSSA) meetings .
- Oversee the team list and coordinator 'consent to go' processes with parents and guardians.
- Address and communicate with parents/guardians in a timely manner with enquiries via phone, SEQTA messages in relation to sport/activities.
- Provide summary and key information to the communications and marketing team on sporting updates for Junior school activities and achievements.
- Participate in and assist in co-curricular programs and other activities of the Junior and Middle School.
- Provide relevant and appropriate feedback to parents and students using continuous reporting including parent teacher interviews.
- Attend information evenings as required to support communication and College engagement.

## Resourcing

- Provision of primary school year levels sport equipment and sport budget requests for consideration and review of Head of Junior School that is within the declared budget identified by the Finance Department.
- Liaise with Head of Junior School on junior school sporting equipment and purchases prior to administering purchase orders in accordance with financial approval delegations.
- Maintain sports equipment in good working order and keep at stock levels. Ensure equipment is stored securely and safely.



## Communication

- Encourage students to take care of sporting equipment and demonstrate good practices by leading by example.
- Oversee and (delegate) the preparation of sporting equipment for key sports events and activities.
- Liaise with College Nurse to ensure that appropriate first aid provisions are in place for physical education and sports activities.
- Administer and support first aid and communicate to the College Nurse Medical Centre of risk incidents.
- Update SEQTA records of pastoral care or injuries that may occur.

## Desirable Skills and Knowledge for the position

- Demonstrated and previous experience with qualifications in school Health and Physical Education in Primary school aged educational setting.
- Ability to support and deliver Physical Educational and Health programs with a team focus to work collaboratively and efficiently.
- Demonstrated knowledge and understanding of curriculum expectations.
- Demonstrated experience with administrative skills with quality, timely and efficient Word, Excel, database management with a high attention to detail.
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Work and align with the College values and expectations.

## Internal Connections

The Head of Primary Sport and Physical Education shall connect and support distribution of accurate information with key internal colleagues with guidance and support direct reports.

## External Connections

The Head of Primary Sport and Physical Education shall connect and support distribution of accurate information with key external colleagues.



Parents, guardians and families of students, broader College community, emergency services, South Coast Primary School Sport Association, sports clubs, umpires, coaches.

### **SPECIAL CONDITIONS AND REQUIREMENTS**

Maintaining a valid working with Children Check and current National Police Criminal History Check

Comply with the College's Code of Conduct and Child Safe Policy and standards

Current work rights for Australia

Undertake child safe and other training as required

### **STATEMENT OF COMMITMENT TO CHILD SAFETY**

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.*