



ROSTREVOR COLLEGE
CO-CURRICULAR COORDINATOR – JUNIOR YEARS
Position Information Document

CONTEXT

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

POSITION TITLE	Co-curricular Coordinator – Junior Years
ESO GRADE	4
ESO STREAM	Administration
EMPLOYMENT TYPE	Permanent
LINE MANAGER:	Deputy Principal
KEY WORKING RELATIONSHIPS	Head of Co-curricular Co-curricular Coordinator – Middle & Senior Years Assistant Principal – Junior Years Principal

BROAD PURPOSE

Rostrevor College offers extensive and valuable co-curricular opportunities to support the learning, wellbeing, and formation of all boys through their involvement in activities beyond curriculum. Through their embodiment and promotion of the EREA and Rostrevor College values, ethos, and Touchstones, the Co-curricular Coordinator – Junior Years will coordinate co-curricular activities and programs from Reception to Year 6. They will work to ensure that the highest possible quality programs are offered.

Through a relational, communicative, and professional approach, the Co-curricular Coordinator – Junior Years will model the values and ethos of the College to support relationships and communication within the co-curricular programs for staff, students, families, volunteers, and contractors. As a proficient administrator, the Co-curricular Coordinator – Junior Years will undertake administrative duties to coordinate co-curricular programs from Reception to Year 6.

The Co-curricular Coordinator – Junior Years will be an active and participating member of the Co-curricular Team and will work closely with the Head of Co-curricular, Co-curricular Coordinator – Middle and Senior Years, Assistant Principal – Junior Years, Deputy Principal, and Principal.

The Co-curricular Coordinator – Junior Years will possess:

- Experience in a similar role within a school, or in a role otherwise relevant
 - Understanding and commitment to the ethos of Rostrevor College as a Catholic school in the tradition of Edmund Rice
 - Strong organisational skills and abilities, and be proactive in their time management
 - A high standard of professional verbal and written communication
 - Sound awareness and experience in ensuring varied and valuable co-curricular programs
 - Hold, or have the capacity to obtain, the appropriate required clearance to work with children
 - Be friendly, positive, collaborative, and supportive approach to working within teams and with others
 - Be committed to maintaining confidentiality in dealings with sensitive information and records
 - Demonstrate flexibility, adaptability, and a willingness to support progress and change
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KEY AREAS OF WORK

Students

- Organise and distribute communications on a systematic basis to facilitate staff and student involvement in co-curricular and programs, as well as in informing families and key stakeholders of co-curricular requirements and matters
- Coordinate the distribution, collection and collation of student nominations and participation consent processes
- Coordinate and complete team allocations, advising students and families appropriately
- Compile, review and distribute fixtures and details for co-curricular activities to students, families and staff as required
- Support the Head of Co-curricular, staff and coaches in their response to student matters and parent enquiries as required
- Liaise with staff and coaches to ensure student attendance records are completed accurately and recorded as required
- Provide support in seeking and engaging opportunities to celebrate student achievements across co-curricular programs in the Junior Years

Coaches

- Coordinate induction and onboarding of volunteers and contractors across College and co-curricular requirements, including provision of required documentation and clearances
- Coordinate the distribution and completion of necessary paperwork and payments for volunteers and contractors of the co-curricular programs in the Junior Years
- In conjunction with the Finance Team, organise payments for volunteers and contractors in line with College and EREA recommended practice
- Develop and maintain up-to-date registers and records for all volunteers and contractors engaged in co-curricular programs, including requirements for Working With Children Clearances
- Undertake administrative duties regarding coaches, volunteers and third party providers of co-curricular in the Junior Years
- Maintain the co-curricular component of Curriculum Extension Activities (CEA) register for Junior Years staff.

Programs

- Organise and coordinate the delivery of co-curricular programs and activities in the Junior Years
- Coordinate communications with students, families, staff and external agencies regarding co-curricular programs and activities
- Facilitate and assess opportunities for co-curricular programs and activities as required
- Undertake administrative duties in the organisation and review of co-curricular programs, events, and activities
- Organise and ensure that all co-curricular activities are appropriately staffed, including the provision of required First Aid and catering
- Support the Head of Co-curricular in the coordination and administration for Co-curricular Assemblies and events
- In collaboration with the Junior Years PE Teacher, manage and coordinate activities and events such as Sports Day, Swimming Carnival, and other Junior Years co-curricular events
- Coordinate and organise for externally run Co-curricular activities, such as SSAPSASA
- Coordinate and liaise with sporting associations and external agencies for co-curricular programs, such as SAAS and other organisations

Resources

- Coordinate the purchasing, distribution and review of resources allocated across Junior Years co-curricular programs
- Manage and coordinate the scheduling of co-curricular programs and facilities in the Junior Years
- Support the Head of Co-curricular in informing with regards to needs for resources
- Undertake risk management and assessment processes relevant to co-curricular activities in the Junior Years

General

- Report to the Head of Co-curricular for directional leadership, with line management from the Deputy Principal
- Maintain a consistent and contributing presence at Rostrevor home games and matches, and for events and activities held at the College for co-curricular in the Junior Years
- Represent the College for co-curricular activities external to Rostrevor College, such as games and matches away from home, activities and events, with external organisations, and at presentations and assemblies, as required
- Contribute to an ongoing positive culture, building and maintaining of connection, encouraging participation, and commitment to best practice across all aspects of co-curricular at Rostrevor College in the Junior Years
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

SPECIFIC REQUIREMENTS

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
 - Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
 - Applicable First Aid Certificate relevant to the role requirements
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WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.