



GREAT  
SOUTHERN  
GRAMMAR  
ALBANY

## POSITION DESCRIPTION

### POSITION: Director of Sport (PK–12)

<b>Employment status</b>	Full-Time (subject to successful probation)
<b>Department</b>	Sport
<b>Reports to</b>	Deputy Principal: Head of Secondary
<b>Last revised</b>	May 2026

### ABOUT GREAT SOUTHERN GRAMMAR

**Our School:** Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.

**Our Values:** Respect | Integrity | Courage | Compassion

**Our Vision:** **Create YOUR impact.**

All Great Southern Grammar graduates are beacons of light in the world, having a positive, lasting impact in their communities for the common good.

**Our Mission:** Passion | Purpose | Joy

We are a forward-looking school called to ignite **passion**, shape **purpose** and cultivate **joy**. All students experience success and come to know their important place in the world.

**Our Core Strengths:** Place | Community | Learning & Care | Experience | People.

### POSITION PURPOSE

Reporting to the Deputy Principal: Head of Secondary, The Director of Sport (PK–12) provides strategic and operational leadership of the cocurricular sport program. The role leads the planning, delivery, and continuous improvement of sport experiences that are high-quality, inclusive, safe, values-led and well-organised, enabling broad participation and clear pathways for students to pursue both enjoyment and excellence.

Reporting to the Deputy Principal (Secondary) and working collaboratively with School leadership and key stakeholders, the Director of Sport strengthens sporting culture, develops staff and coaches, builds community partnerships, and ensures sport operations align to whole-school priorities and expectations.

CREATE YOUR IMPACT

## RESPONSIBILITIES

The responsibilities which are all interlinked include, but are not limited to, the following:

### **Strategic Leadership and Program Direction**

- Translate whole-school strategy into a clear annual and multi-year direction for co-curricular sport, with defined priorities and outcomes.
- Lead planning and prioritisation of sport initiatives, ensuring alignment with resourcing, staffing and calendar requirements.
- Drive a culture of continuous improvement, using feedback and evidence to strengthen the program year-on-year.
- Develop and maintain pathways that support student development from participation to performance (including representative opportunities as they arise).

### **Leadership of People, Coaches & Culture**

- Build a cohesive and inclusive sport team culture aligned with school values and expectations.
- Lead and manage direct reports through regular check-ins, team meetings, role clarity and performance development.
- Oversee recruitment, onboarding, induction and ongoing support of coaching staff (paid and volunteer where applicable)
- Strengthen coach capability through clear coaching standards, professional learning, feedback and mentoring.
- Contribute to staff wellbeing by sustaining respectful, balanced and accountable ways of working.

### **Delivery of Cocurricular Sport (Operations and Logistics)**

- Lead the effective delivery of the whole-school cocurricular sport program, ensuring high participation and strong student experience.
- Coordinate interschool sport programs, training timetables, fixtures, venues, transport, staffing and event logistics.
- Oversee trials, nominations, selections and team formation processes ensuring merit, equity and fairness.
- Lead planning and delivery of major sporting events and external carnivals, including any regional/state competitions and Country Week style commitments where relevant
- Plan and lead sporting tours and trips (interstate/international) where approved, including full risk and operational planning.

### **Student Development, Participation and Pathways**

- Promote a sport program that supports belonging, positive participation, confidence and teamwork, while providing extension opportunities for high-performing athletes.
- Support students to demonstrate the school's behavioural expectations, uniform standards and sportsmanship; ensure codes of conduct are upheld by students, staff, coaches and spectators.
- Work with pastoral structures and relevant leaders to respond appropriately to student needs arising in sport contexts (including wellbeing and behaviour support).

## **Communication, Promotion and Community Engagement**

- Communicate sport information clearly and regularly to students, staff and families (logistics, expectations, calendars, opportunities and achievements).
- Contribute sport content to school publications and platforms and oversee sport-related handbooks (e.g., Sport Handbook, Coaching Handbook) in collaboration with Marketing & Communications Manager
- Act as a visible ambassador for the school's sporting culture and identity.

## **Partnerships, Representation and External Relations**

- Build and sustain productive relationships with sporting associations, partner schools, clubs, service providers and community organisations to expand opportunities for students.
- Represent the school at relevant sporting networks/committees and provide updates to the line manager and leadership as required.
- Maintain purposeful partnerships that enhance participation pathways, coaching quality, and program sustainability.

## **Risk, Compliance, Safeguarding and Duty of Care**

- Ensure all sport activities and events are delivered with robust planning, risk assessment and appropriate supervision.
- Ensure compliance checks, inductions and safety requirements for coaches and staff are maintained, documented and monitored.
- Uphold the school's child safety culture and obligations, including mandatory reporting and safe conduct standards.
- Actively contribute to WHS obligations and safe practices, including participation in WHS structures/committees where required.
- Serve as the escalation point for significant concerns or incidents, liaising with families and leaders as appropriate.

## **Financial, Resource and Asset Management**

- Develop and manage the sport budget within approved allocations; forecast needs and align expenditure to program priorities.
- Oversee purchasing, inventory and maintenance of sporting equipment to ensure safe and adequate supply.
- Work with Finance/Business Operations to ensure appropriate approvals, reconciliations and compliance with procurement processes.
- Oversee relevant agreements/MOUs/service provider arrangements as required.

## **Monitoring, Evaluation and Reporting (Good Practice)**

- Establish practical processes to monitor participation, program quality, staffing effectiveness, safety incidents and stakeholder feedback.
- Use evidence (data and feedback) to inform planning, improve student experience, and provide concise reporting to leadership.

## WORKING RELATIONSHIPS

<b>Internal</b>	Principal; Deputy Principals; Head of HPE; HPE & Sport Coordinator (PK–6); Heads of House; teaching staff; Facilities; Business Operations/Finance; Marketing & Communications; Outdoor Learning and other cocurricular leaders.
<b>External</b>	Students; Parents/Guardians; Sporting associations/committees; Partner schools; Clubs; Coaches; Umpires/officials; Suppliers/providers; Community networks.

## EDUCATION, KNOWLEDGE AND EXPERIENCE, SKILLS AND ABILITIES

### Education/Qualifications

#### *Essential*

- Working with Children Check clearance;
- Satisfactory National Police History Check;
- Hold appropriate Australian work rights;
- Relevant tertiary qualification (Education, Sport Management, HPE or related field).
- Current First Aid (or willingness to obtain).
- Evidence of ongoing professional learning relevant to contemporary school sport leadership.

#### *Desirable*

- Postgraduate qualification (or progress toward) in leadership, education, sport management or related.
- Experience in independent schooling and/or complex multi-campus / whole-school sport programs.

### Knowledge and Experience

- Demonstrated experience leading and delivering co-curricular sport programs, ideally in a school environment.
- Proven people leadership (employees and/or contractors), including performance development and capability uplift.
- Strong operational planning and event coordination capability (fixtures, logistics, transport, staffing, risk).
- Demonstrated commitment to student wellbeing, duty of care and safeguarding in sport contexts.

### Skills and Abilities

#### *Essential*

- Excellent communication and stakeholder engagement skills across students, staff, families and community partners.
- Strong organisation, prioritisation and problem-solving skills; able to manage competing demands calmly.
- Sound financial and resource management capability.
- Ability to build positive team culture, coach consistency and shared standards.

### Success Measures (KPI)

#### *The Director of Sport will be successful when:*

- Student participation is strong across year levels and cohorts, with clear pathways for both participation and performance.

- Fixtures/events run smoothly, safely and professionally, with strong stakeholder confidence.
- Coaches are inducted, supported and retained; coaching standards are consistent
- Budget management is accurate and aligned with program priorities.
- Risk management, safeguarding and WHS expectations are demonstrably upheld.

## COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

Great Southern Grammar is deeply committed to safeguarding the wellbeing of all students and staff. We expect every staff member and volunteer to uphold this commitment by strictly adhering to our child protection policies and comply with all relevant laws and regulations.

Staff are expected to demonstrate empathy and embody the values of the school in their daily interactions.

Please note that Great Southern Grammar is a smoke-free campus.