



VILLANOVA COLLEGE



Director of Sport Role Description



DIRECTOR OF SPORT

Instructions for applicants

Applicants for the position of Director of Sport at Villanova College are invited to submit the following documents by the due date:

1. A Cover Letter of no more than two (2) pages addressing your suitability for the role, aligned to the role description and addressing the selection criteria for the role.
2. The names, contact numbers and email addresses of two referees, one of whom must be the applicant's current employer.
3. A current resume, including your Queensland College of Teachers (QCT) registration number.

Please note: Applications must be submitted via Seek by 5pm, Friday 22 November 2024.

Applications should be addressed to Mr Paul Begg, College Principal via **Seek**. All applications submitted via Seek will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within seven (7) days.

For further information and/or a confidential discussion regarding the role please contact Candice Sheldon, Director of Human Resources on 3394 5511 or hr@vnc.qld.edu.au

Villanova College is committed to providing timely and respectful communication to all applicants. Following the interview process, all candidates will be notified of the outcome, and we will provide constructive feedback to shortlisted candidates upon request.

We value the time and effort each candidate invests in their application and appreciate their interest in joining our community.

Commitment to Inclusion, Diversity and Child Safety

At Villanova College, we are committed to fostering an inclusive, safe, respectful, and diverse workplace that values the unique perspectives and contributions of all individuals. We encourage applications from people of all backgrounds, including but not limited to, different genders, ages, cultural and linguistic backgrounds, abilities, experiences, and First Nations peoples.

We acknowledge the Traditional Custodians of the land on which the College is situated, and we pay our respects to their Elders—past, present, and emerging. We recognise their deep and enduring connection to Country, culture, and community, and are committed to building respectful, collaborative relationships with First Nations peoples. Villanova College is a place of teaching and learning that honors and draws strength from this connection.

As an equal opportunity employer, we are dedicated to providing fair and equitable access to professional growth and development for all employees. We value diversity and seek to ensure that our workplace reflects and respects the communities we serve.

Villanova College is also committed to providing a child-safe environment that is free from harassment, bullying, and discrimination. Our robust human resources and recruitment practices, including comprehensive background checks (working with children, police, and references), ensure that we recruit individuals who align with our values and our commitment to safeguarding students.

All employees are required to adhere to the Villanova College Student Protection Policy and other relevant College policies and procedures. Employees must exercise sound judgment and professionalism in all interactions with students and the broader community, reflecting the values of integrity, respect, and care that define our College.



DIRECTOR OF SPORT

Selection Criteria

The successful candidate will demonstrate the following key selection criteria:

- 1. Commitment to Catholic Faith and Augustinian Charism**
A demonstrated understanding and active commitment to the Augustinian charism, with the ability to integrate and promote the College's Catholic values within the context of a sporting program.
- 2. Leadership and Program Development**
Proven leadership and management skills, including the ability to develop, implement, and evaluate a comprehensive sporting program that aligns with the College's mission and values, promoting excellence in student engagement and participation.
- 3. Collaboration and Community Building**
The ability to foster a sense of community within the College by encouraging participation and working collaboratively with staff, students, parents, coaches, and external partners to enhance the sports program and the broader school environment.
- 4. Communication and Interpersonal Skills**
Exceptional communication skills, with the ability to engage effectively across a variety of formal and informal settings, ensuring transparent, positive interactions with students, staff, parents, and external stakeholders.
- 5. Sports Administration and Management Experience**
Extensive experience in sports administration, including managing budgets, coordinating events, and overseeing the logistics of intra- and inter-school sports activities, with a strong focus on building community, operational efficiency and continuous improvement.



Conditions of Employment

Remuneration

The total remuneration package will be discussed with shortlisted candidates during the interview process. We strive to offer a competitive package that reflects the qualifications, experience, and responsibilities of the role, in line with relevant industrial agreements and best practice.

Tenure

This position is offered on a four-year contract, with the possibility of renewal for a second four-year term, subject to a successful performance review and the continued designation of the role. All employees are subject to a six-month probationary period, which provides an opportunity for both the College and the employee to assess the suitability of the appointment.

Technology/Communication Provisions

To support the responsibilities of the role, the College will provide the Director of Sport with a laptop for professional use. The laptop remains the property of the College and should be maintained in good working condition. A mobile phone allowance will also be provided to assist with communication requirements, reflecting the College's commitment to ensuring staff have the tools they need to succeed.

Salary Packaging

The Director of Sport may choose to enter into a salary packaging arrangement, providing greater flexibility and potential tax benefits. The successful candidate will be provided further information and support to assist in understanding salary packaging options.

Leave Entitlements

The Director of Sport will receive leave entitlements that align with those provided to teachers within the *Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools 2023-2026*.

Personal/Long Service Leave Entitlements are portable under the Intrastate/Interstate Catholic Schools' Portability Agreement.

The College encourages a healthy work-life balance and supports staff in managing their leave entitlements in a way that promotes wellbeing and professional effectiveness.

Annual leave is to be utilised during school holiday periods, in line with the operational requirements of the College

ROLE DESCRIPTION

1.0 POSITION TITLE: Director of Sport

2.0 OUR VISION AND MISSION

With a focus on 'Setting Our Future', Villanova College's Vision is to strive for excellence in boys' education as an Augustinian community, one in mind and heart on the way towards God. We embrace the living traditions of the Catholic Church, enriching the mission of the Archdiocese of Brisbane with our Augustinian charism and organisational independence. All staff at the College are expected to support the ideals and principles of a Catholic school. Within our College, the wellbeing and safeguarding of our students, staff and wider community is paramount.

Villanova believes that education is the formation of the whole person within a faith community. Our community promotes life-long learning through continually challenging itself in the restless search for Truth.

3.0 PURPOSE OF THE POSITION

The role of the Director of Sport at Villanova College is to provide the highest standard of sports based education and activities for all students in Years 5 to 12. This role works collaboratively with the Senior Leadership Team and Middle Leadership Team to ensure the Vision and Mission of the College are realised. This role plays a crucial part in enabling and driving the College community to achieve key goals and priorities in accordance with the Augustinian Values and College Strategic Plan.

Values
Community
Humility
Interiority
Search for Truth

Setting our Future – Strategic Goals
Augustinian Identity and Mission
Transforming Teaching and Learning
Student Wellbeing
Stewardship

4.0 SCOPE OF POSITION – KEY RESULT AREAS

Villanova is a foundation member of the Association of Independent Colleges (AIC) sports competition, Australia's largest weekly sports competition by participation numbers and opportunities offered. The primary purpose of the position of Director of Sport is to lead, coordinate and manage the College's intra and inter-school programs of co-curricular sports competitions and activities. This includes AIC and Non-AIC activities.

The key result areas for the position are such that the role holder:

4.1 Leadership and Management

- Articulates and promotes an Augustinian vision of the place and purpose of sport within a Catholic faith-based education of boys
- Maintains oversight of, and responsibility for, the ongoing development, implementation and evaluation of the College's intra-school and inter-school sports program

4.2 Collaborative Practices and Partnerships

- Nurtures and encourages the widest possible participation of students in the College's sporting program and activities
- Works collaboratively and in partnership with staff, parents, outside coaches and wider community in the execution of the role and fulfilment of responsibilities.

4.3 Effectiveness and Efficiency

- Facilitates the building up of the College community through sound, effective communication practices and strong, positive interpersonal skills
- Promotes a culture of reflection and self-improvement in alignment with the Augustinian 'gateway' values of interiority, a search for wisdom in truth and community.

5.0 STATEMENT OF RESPONSIBILITY

The Director of Sport is responsible for ongoing development, implementation and evaluation of the College's Co-curricular Sporting Skills Development Program, and for ensuring that the College's program of intra-school and inter-school sports activities and competitions are in alignment with and promote the College's Augustinian Vision and Mission. In this, the role holder is supported by a team that includes Assistant Director of Sport, AIC Sport Coordinators (School Officers x2), Heads of School, College Sports Club support group, team coaches and managers.

6.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

6.1 Students

- Attend co-curricular sporting competitions and activities
- Monitor student participation, sportsmanship and conduct in accordance with the College's Code of Sports Behaviour and Conduct and AIC Code of conduct
- Monitor the planning, preparation and presentation of relevant sports reports and achievements at school assemblies and in the weekly College newsletter.

6.2 Staff

- Coordinate the allocation of staff coaches and managers to sporting teams
- Facilitate the provision of relevant and appropriate professional development and training for staff in the area of sport
- Provide advice and counsel to College Leadership Team in relation to specific matters associated with the College's sports program.

6.3 Parents

- Attend all Villanova Sports Club meetings
- Manage and coordinate the allocation of volunteer and paid 'external' coaches
- Monitor concerns and enquiries from parents regarding student participation in sport and facilitate appropriate and timely action and response.

6.4 Administration

- Monitor and supervise implementation of the College's Co-curricular Sporting Skills Development Program across Years 5 – 12
- Attend AIC Heads of Sport meetings
- Prepare, monitor and manage the annual Co-curricular Sports budget
- Coordinate the weekly and seasonal collection of sports results and information
- Coordinate and oversee preparations for Sports Assemblies

- Provide relevant student participation information to College Leadership Team in preparation for consultation with staff regarding the annual award, Villanova Sportsman of the Year
- Coordinate the nominations of sports award recipients.

7.0 MEMBERSHIPS, QUALIFICATIONS AND SKILLS

- Possessing appropriate tertiary qualifications within education or sports administration
- Have experience in a similar role within an education or sporting entity
- Holding and maintaining a current Queensland College of Teachers (QCT) registration or Working With Children Check (Blue Card)
- Exploring and seeking membership and connections in wider professional learning networks

8.0 DISCRETIONARY REQUIREMENTS AND SKILLS

Higher expectations outside of the Tier/Middle Leadership limit to be agreed upon successful appointment.

9.0 GOVERNANCE AND COMPLIANCE REQUIREMENTS

At all times, the Middle Leader must act in accord with and here to all College Policies, Procedures and Workplace Health and Safety requirements such as:

- College and Augustinian Values
- Code of Conduct
- Social Media Guidelines for Staff
- Workplace Health and Safety Policy
- Anti-Discrimination, Bullying and Harassment Policy
- Student Protection Policy and Child Safeguarding Guidelines

This role must ensure that health and safety policies and practices, including risk assessments, throughout the faculty/department are in-line with national requirements and are updated where necessary, therefore liaising with the school's Risk and Compliance Officer.

10.0 COMMERCIALITY/ AUTHORITY LIMITS

The position carries full authority delegated from the Principal to the role holder to achieve the key result areas. There is authority within the role regarding expenditure of funds and supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Director of Sport must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgement in interactions with students.

10.0 REPORTING AND OTHER RELATIONSHIPS

The Director of Sport reports directly to the Principal. Other significant relationships exist with the members of the College Leadership Team, AIC Sport Coordinators and the School Officer (Sports Office).

11.0 REMUNERATION AND ENTERPRISE COLLECTIVE AGREEMENT TERMS

This fixed-term, full-time, higher-duties Position of Leadership appointment cycle is effective for four (4) years, from 2023 – 2026. The remuneration allowance or Substantive Salary will be paid in accordance with the Single Enterprise Collective Agreement – Religious Institutes Schools Queensland 2019 – 2023.

For applicants who are QCT Registered:

- this Middle Leadership appointment will have a teaching load; and
- an underlying permanent base teaching position will compliment this higher-duties, fixed-term appointment.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.