



KINROSS WOLAROI  
— SCHOOL —

---

# Head of Sport (Co-curricular)

Candidate Information Pack

Closing Date: 22 September 2023

---

September 2023



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The regional School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1,100 students (including 350 boarders in Years 7 to 12), located in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on our School Values: Courage, Respect, Inclusiveness, Resilience and Commitment. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the classes from Pre-Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au).



## About the Position

The successful applicant will be employed as the Head of Sport at Kinross Wolaroi School to support the School's Co-curricular sporting program and encourage a love of physical activity, enabling the students to see themselves as successful participants across our broad range of activities.

The appointee will foster co-operation and communication between teachers, parents and students.

## Position Objective

The Head of Sport will have the vision, commitment, and ability to lead and enhance Kinross Wolaroi School's Co-curricular sporting program. A strong commitment to both the development of excellence in sport and participation in sport for enjoyment, leisure and health benefits will be essential. Sport has an important role in School life and students are given many opportunities to participate in a wide range of sporting endeavours.

This position is responsible for the strategic development, leadership, management, and administration of the sport program across the School. The Head of Sport reports to the Director of Co-curricular and works closely with many stakeholders within the School community to ensure the successful delivery of the program. The position involves work outside of normal school hours (e.g. weekends) and some work during non-term time.

### Key Stakeholders:

- Internal
  - Principal and Director of Co-curricular
  - Business Manager
  - Head of PDHPE
  - Junior School PDHPE Teacher and Sports Co-ordinator
  - Heads of Junior and Senior School
  - Teachers and other staff
  - Students
- External
  - Parents and Families
  - Members of the School Community
  - Sports Coaches and Contractors
  - Key Associations
  - Funding Bodies State and National Sporting Associations



Responsibilities related to the position include, but are not limited to the following:

Key Word	Duties
<p><b>Strategic Planning</b></p>	<ul style="list-style-type: none"> <li>• Work with the School’s Senior Leadership Team to deliver an exceptional sport offering, that aligns clearly with the School’s Strategic Plan.</li> <li>• Audit and assess the School’s current sports program as it relates to strategic goals, coach recruitment, retention, and succession.</li> <li>• Develop and implement a strategic framework that enhances the Co-curricular sporting experience of every student in the School.</li> </ul>
<p><b>Core Responsibilities and Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• Effectively communicate with staff, administration, students, and families to facilitate sports participation, preparation, and follow-up reports.</li> <li>• Co-ordinate and oversee all School Co-curricular sporting activities.</li> <li>• Drive professional development and provide guidance to staff to improve their expertise and involvement in sporting teams.</li> <li>• Plan and recruit alumni and outstanding coaches of calibre befitting the reputation of the School.</li> <li>• Represent the School at the ISA, CIS, ACIES and WAS Association meetings.</li> <li>• Liaise with other schools and sporting bodies in best practice and advancement of sport.</li> <li>• Monitor equipment use by staff and students.</li> <li>• Improve administrative processes to ensure;               <ul style="list-style-type: none"> <li>○ All relevant administrative, child protection and recruitment processes are strictly adhered to.</li> <li>○ Efficient management of sporting calendar, events, and functions.</li> <li>○ All stakeholders receive clear and prompt communication to provide them with an exceptional customer service experience.</li> <li>○ Engaging social media posts to update the School community on sporting success.</li> </ul> </li> <li>• Liaise with School grounds and maintenance staff in preparation of venues or repair of equipment as appropriate.</li> <li>• Manage requests for exemption from sport participation.</li> </ul>



Key Word	Duties
<b>Core Responsibilities and Accountabilities (continued)</b>	<ul style="list-style-type: none"> <li>• Respond promptly and professionally to all grievances arising internally or externally relating to incidents at competitive sporting events, ensuring the Principal is kept fully informed.</li> <li>• Effectively communicate with Transport Supervisor regarding transport requirements.</li> <li>• Work with Sport MIC's to prepare budget submissions and ongoing equipment purchases in relation to sport.</li> </ul>
<b>Event Planning and Organisation</b>	<ul style="list-style-type: none"> <li>• Drive all planning for major annual House sporting carnivals (Swimming, Athletics, Cross Country, and Winter Sports Carnival).</li> <li>• Organise Winter and Summer Sports Presentation assemblies as required.</li> <li>• Ensure that adequate First Aid services are in place for all events.</li> </ul>
<b>Management of Staff and Coaches</b>	<ul style="list-style-type: none"> <li>• Provide leadership and management to the members of the sport team including teaching staff, Sport MIC's, Co-curricular Administrator, and assistants.</li> <li>• Oversee, in liaison with the Director of Co-curricular, the allocation of all teaching staff to appropriate coaching duties.</li> <li>• Oversee, in liaison with the Business Office, the recruitment and payment of all external coaches, ensuring they are appropriately contracted and have undergone relevant checks regarding their suitability to work with children.</li> <li>• Ensure all external coaches undergo appropriate induction to Child Protection, Anaphylaxis and Asthma management and all relevant school policies and procedures.</li> <li>• Manage coach schedules and availability.</li> <li>• Monitor and support coaches at training and on match days.</li> <li>• Provide feedback to coaches on their performance and opportunities for coaches to develop their skills.</li> </ul>



Key Word	Duties
<b>Recognition and Record Keeping</b>	<ul style="list-style-type: none"><li>• Manage the collection of data associated with training attendance and competition participation.</li><li>• Ensure accurate results are forwarded in a timely manner to organisational bodies as required.</li><li>• Lead the nomination of recipients for Colours for sports awards.</li><li>• Write the publications of results and the maintenance of school sporting records.</li><li>• Manage the engraving display and maintenance of trophies.</li></ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"><li>• Actively seek opportunities to showcase the school's sporting program through school and community-based events and competitions.</li><li>• Other duties as required by the Principal.</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Ensure adherence to all student safety standards and mandatory reporting requirements.</li><li>• Attend training to maintain compliance with all child safety legislation, standards and regulations.</li><li>• Complete all mandatory training in a timely manner.</li><li>• Escalate and report all matters related to student safety immediately.</li><li>• Understand and work diligently to delivery student duty of care accountabilities.</li></ul>

## Professional Review

This position description as outlined above is intended as a framework for professional review.

The School reserves the right to alter roles and responsibilities requirements as required.



## Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Director of Co-Curricular.

## Selection Criteria

### Essential Professional Criteria:

- Recognised tertiary teaching qualifications.
- Relevant experience in auditing, assessing, and advancing Co-curricular sporting programs in a school setting.
- Exceptional knowledge and skills in sporting programs and innovation in development of culture and creation of consistency expectations.
- Record of positive leadership and history of energising colleagues and transforming culture.
- Demonstrated ability and willingness to work collaboratively with colleagues and peers on a range of issues to achieve effective outcomes.
- Strong business acumen, including the skills to successfully manage budgets, resources, and staff.
- Demonstrated problem solving skills with the ability to think logically and laterally.
- Proven ability to support and sustain positive relationships with students which reflect the values of the School.
- Strong time management skills with the ability to meet prescribed deadlines and concurrently manage competing tasks.
- Excellent written and verbal communication skills.
- Absolute discretion when dealing with confidential information.

### Desirable Professional Criteria:

- Previous experience in co-educational, independent schools.
- Demonstrated ability to adapt to a dynamic and changing school environment.
- Confident public speaker and comfortable in social environments when representing the School.



## Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- Demonstrated ability to lead and influence, rather than simply manage, and instruct.
- Passion for education, sport and working with people.
- Cheerful disposition, with 'can do' attitude.
- Ability to remain calm under pressure.
- Ability to take initiative and demonstrate flexibility.
- Details oriented and hands-on problem solver.
- Clear commitment to the School's Mission, Vision and Values.
- To be actively involved and supportive of the broad co-curricular program of the School.
- Support the Uniting Church ethos of KWS.
- Exceptional ability to consult and collaborate with colleagues and peers.
- Demonstrated commitment to professional growth and development.

## General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.
- Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.





## Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment in the state of New South Wales.

## Workplace Health & Safety

- Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.
- Report any equipment or incident that is hazardous or has the potential to affect the health and safety of the Kinross Wolaroi School, workplace and its people.

## Appointment Conditions

The position requires the incumbent to hold accreditation, or the capacity to obtain accreditation, and authority to teach in New South Wales by the New South Wales Education Standards Authority (NESA).

Employment to the teaching staff of Kinross Wolaroi School will be offered on an ongoing basis at a load of 0.5FTE. The position of Head of Sport will be appointed on the basis of a five-year, maximum term tenured position. At the end of the tenured period, and subject to the general terms and conditions of employment, an opportunity to seek reappointment may be available.

Remuneration will be according to the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2021* (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The Head of Sport role attracts a Leadership 2 Allowance per the MEA.

## Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



---

## Application

To make a confidential enquiry about the position, please contact Kelly Gleeson, Human Resources Advisor on 02 6392 0484 or [kgleeson@kws.nsw.edu.au](mailto:kgleeson@kws.nsw.edu.au).

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Professional Criteria in your cover letter (2 pages maximum) and would be in a position to outline in an interview setting your ability to meet the Desirable Professional Criteria and Personal Characteristics for this role.
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [kgleeson@kws.nsw.edu.au](mailto:kgleeson@kws.nsw.edu.au).

or addressed to

Mrs Kelly Gleeson  
Human Resources Advisor  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.