



BRISBANE BOYS' COLLEGE

Position Title	Head of Co-Curricular - Sports and Competitive Activities		
Reporting to	Headmaster		
Department	Headmaster Staff	Sub Department	Co-curricular
Job Type	Permanent, Full time	Hours per week	38 hours
Location	Brisbane Boys' College Toowong	Last Review	October 2024

Role Objective

The Head of Co-curricular – Sports and Competitive Activities is responsible for the strategic development, management, administrative, operational, management and promotion of the College's Sports and Competitive activities – as part of the Great Public Schools (GPS). This role in combination with the Head of Co-curriculum – Cultural and Enrichment Program aims to enhance student engagement, creativity and provide a broad range of co-curricular opportunities that complement the academic learning and well-being of students.

The primary objective is to foster a culture of participation, excellence and sportsmanship across all levels, ensuring that students have access to high-level coaching, facilities and opportunities to compete. The Head of Co-curricular – Sports and Competitive Activities will manage the Directors of Sport and the Director of Intellectual Activities in developing programs that align with the College's Athletic Development philosophy and ensure both participation and performance are valued and celebrated within the College community.

Key Responsibilities

Leadership and Management:

- Contribute extensively to the College's Administration and Executive Leadership Team
- Develop and promote the College's overarching vision, strategic objectives, culture and philosophies for sports and competitive activities.
- Provide direction regarding the College's expectations of competitive program development, student participation and conduct, coaching standards, supervision, reporting and accountability.
- Lead the Directors of Sport and Competitive Activities to ensure standards are maintained in the organisation and student participation of the competitive activities' programs.
- Oversee the recruitment, training, and professional development of sports/competitive activities coaches and support staff.
- Oversee the scheduling and organization of training sessions, matches, tournaments, and inter-school competitions.
- Lead and inspire staff to deliver high-quality coaching and support for students.



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- Act on behalf of the College's membership to the Greater Public Schools (GPS), independent Schools, Representative Sport, school sport associations and community events and activities.
- Continue to enhance the College's involvement and program delivery in inter-school GPS and all other competitive activities.
- Oversee, manage and review all staff participation within Co-curriculum – Sport and Competitive Activities.
- Contribute to other areas of the College through various committees such as Variation to Routine (VTR)

Program Development and Oversight:

- Lead the design, implementation, and evaluation of the College's sports and competitive activities programs.
- Ensure a broad range of sports are offered, catering to all student interests and abilities – ensuring the College maintains its focus on GPS activities.
- Align sports programs with the school's educational philosophy, focusing on participation, teamwork, and personal development.
- Oversee the College's interhouse competition from Prep to year 6 and Year 7-12
- Develop the College's strategic initiative for Prep-Year 4 Competitive Activities Program

Student Engagement and Development:

- Encourage and promote student participation in a variety of sports, ensuring inclusivity and equal opportunities.
- Foster the development of student-athletes by balancing competitive achievement with personal growth, well-being, and academic commitments. Identify and nurture talented athletes, providing pathways for development both within and outside of school.
- Directly oversee and manage the College's strategic scholarship program.
- In direct collaboration with the Head of Co-curricular – Cultural and Enrichment Program, oversee the College's Colours and Awards system.

Facilities and Equipment Management:

- Working with the BBC Facilities Team/Green Options oversee the maintenance, development, and optimal use of sports facilities, ensuring safe and high-quality environments for training and competition.
- Manage in collaboration with Directors of activities the procurement, upkeep, and inventory of sports equipment, ensuring resources are well-maintained and fit for purpose.
- Oversee the Sports and Co-curricular pages of Highlands, ensuring that information regarding activities, fixtures and sporting events is accurate, clear and up-to-date.

Event Coordination and Representation:

- Coordinate college sporting events, including inter-house, inter-school, and regional competitions, ensuring successful and well-organized events.
- Represent the school at external sporting bodies and meetings, fostering relationships with local, regional, and national sports organizations.



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- Attend, where possible, all sports and competitive activities on weeknights and Saturdays.
- Ensure all Saturday home matches are well-operated events.
- Liaise regularly, via termly attendance at Support Group meetings.

Strategic Planning, Budgeting and Innovation:

- Develop and manage the sports department's budget in direct consultation with the BBC Finance team, ensuring resources are allocated efficiently and transparently, while authorising requests for the relative activities.
- Contribute to long-term strategic planning for sports development within the school, including facilities improvement and program expansion.
- In direct collaboration with the Head of Co-curricular – Cultural and Enrichment Programs as well as Directors of Sport/Coordinators of Activities, consult to the Activities Consultative Committee (ACC) to ensure fair and equitable coverage of all CCA activities.

Health, Safety, Compliance and Risk Mitigation:

- Oversee and implement the College's Code of Conduct, Participation Policy, Injury Management Guidelines, GPS Code of Behaviour and Behaviour Management policies, GPS Risk Assessments which are applicable to sports and competitive activities.
- Ensure that all sports activities comply with health and safety regulations, including risk assessments, emergency procedures, and injury prevention strategies.
- Promote a safe, supportive, and inclusive sporting environment for all students.
- Liaise, where appropriate, with the College's Health Centre

Communication and Reporting:

- Liaise with parents, students, staff, and external stakeholders to communicate sports/competitive program objectives, updates, and achievements.
- In collaboration with the Directors of Sport and Intellectual Activities undertake post season reviews, including participation rates, competitive outcomes, and individual student success.
- Maintain accurate records of the competitive activity's programs.
- Ensure all co-curricular communication is timely, accurate, and aligns with the College's standards.

Student Leadership and Sportsmanship:

- Promote and instil a strong sense of sportsmanship, teamwork, and respect among student-athletes.
- Support student leadership opportunities within sports, such as team captains and sports committees as well as make recommendations for activity captains to the Headmaster in consultation with the Deputy Headmaster

Recognition and Celebration:

- Develop and implement strategies to recognize and celebrate student achievements in sports, fostering a culture of encouragement and appreciation.



Skills and Capabilities

- In-depth knowledge, experience and coaching qualifications across a range of sports
- Ability to lead a dynamic team and support the development of individual staff members
- High-level interpersonal, communication and public relations skills
- Experience in strategic planning related to achieving a school's/organisation's mission and vision
- Teach within a designated academic department of the College
- Engage students through coaching within several GPS sports and competitive activities throughout the year

Qualifications and Experience

- Master's or higher-level qualification (desired, but not essential)
- Educational degree (preferred, but not essential) or bachelor's degree
- High level experience in school management/large organisation and administration
- Experience leading and managing a large department with a substantial budget
- Teaching experience (desired, but not essential)

Performance KPIs

1. Student participation and engagement rates: growth in percentage and attendance of students actively participating in sports/competitive programs across every year level from year 5-12, ensuring broad involvement and a balanced approach – summer and winter sport.
2. Competition Results: The majority of Premiership Teams and Championship Teams place in the top 3 of the GPS competition on a regular basis (every three years). Winning percentage across all GPS activities is trending positively each year.
3. Survey Feedback: Satisfaction and engagement levels of boys, families and the wider College community through the annual MMG and 360 feedback data support a positive trend in sport and competitive activities
4. Staff Development: the quality and growth of Directors of Sport and coaching staff continue to enhance through professional development opportunities, certification obtained and regular performance reviews
5. Consistent delivery of clear and correct information to students, parents, and staff. Implement and maintain efficient communication systems to address any concerns and proactively manage these to avoid unnecessary escalation whilst upholding the College's reputation.

Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.



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- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position.

Safeguarding

At Brisbane Boys' College, Safeguarding is everyone's responsibility and every staff member must adhere to the [PMSA Child Safeguarding Processes](#). We are committed to child safeguarding and protecting the welfare of the children and young people in our care. All children and young people have the right to feel and be safe. At BBC we view safeguarding as an integral element of providing a high-level education, which aims to assist our students to develop into thriving adults who are positively connected to each other and to the communities in which they live and to which they will serve.

If in the course of carrying out the duties of the role, the Head of Co-Curricular Sports and Competitive Activities suspects any instance that a child is suffering or likely to suffer significant harm you must report any concerns to the School's Designated Child Safeguarding Officer or to the Headmaster so that a referral can be made accordingly.

Selection Criteria

- A minimum of 5 years of experience in a Middle Leadership position within an educational institution;
- The ability to work across all levels of the school community including teachers, School Executive, students and parents.
- Have a genuine Christian faith, being a person who can model Christian values and develop Christian education within the life of the College.
- Critically evaluate problems, their reasons and consequences
- A commitment to hard work and completion of tasks under pressure
- Consistently display and act with honesty, integrity and confidentiality.
- Highly developed capacity to research, analyse and interpret data to improve learning and teaching practices and student outcomes.
- A professional, visible leader with a proven ability to build strong relationships based on trust and collaboration.
- Advanced communication skills with proven success in leading and influencing change across a variety of stakeholders including staff, students, families, and community.
- Demonstrated experience in leading projects and managing resources.
- Ability to support strategic decision-making in relation to curriculum, staffing, and administrative structures.
- Strong emotional intelligence with the ability to challenge the status quo, inspire and collaborate with others while supporting the Headmaster and Executive members.
- Commitment to a process of continuous improvement in all aspects of the school's work.



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Other

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.

Signature

Employee signature below constitutes employees understanding of the requirements essential functions and duties of this position.

Employee signature _____ Date _____

Print Name _____