



Careers at SCOTS PGC College

Information for applicants

Vacancy:	Director of Co-curricular Activities
Vacancy code:	DOCA2018
Closing date:	Wednesday, 13 December 2017
Commencement date:	Term 1, 2018

The College

SCOTS PGC College is a Uniting Church school that aims to offer the finest co-educational learning experience in South-East Queensland. We encourage striving for individual excellence and achievement as well as promoting a value of service to the wider community. Our philosophy of schooling rests squarely on the belief that a true education encourages young people to question and explore, to develop a strong sense of personal identity, to strive to achieve one's best, and to value the act of serving without losing one's desire to lead.

We are a specialist co-educational boarding and day school that includes students, Prep through to Year 12 located in Warwick, Queensland.

The role

The Director of Co-curricular Activities is tasked with overseeing the College's comprehensive array of sports and activities that contribute to the holistic education of our students.

The position is full-time and is a part of the College Executive.

On-site accommodation may be negotiated as a part of the overall package for the successful applicant.

Selection criteria

1. Excellent organisational skills.
2. Excellent relationship building skills.
3. Well-developed knowledge of the College's co-curricular offerings.
4. The ability to effectively manage internal and external stakeholders.
5. Previous experience in the leadership of school sporting and activity programmes.
6. The ability to teach at least two subject areas.
7. Current registration with Queensland College of Teachers or the ability to be registered to teach in Queensland.
8. The ability to coach a variety of school-based sports.



How to apply

All applications should be submitted via the College's Seek.com.au portal by clicking the link below.

APPLY FOR THIS POSITION

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least three professional referees including your current Principal.

Applicants should not provide original documents within their application.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check
3. Verification of qualifications and Queensland College of Teachers registration.

Questions?

Enquiries can be directed to the Human Resources Officer on 07 4666 9811 or employment@scotspgc.com.au. Information for applicants can be found on the Employment page of the College's website scotspgc.com.au



POSITION DESCRIPTION

COLLEGE PURPOSE

The College provides an outstanding holistic co-educational education to students throughout South East Queensland and beyond enabling them to become positive, resilient and engaged global citizens.

VISION

The College espouses all of the values of the Uniting Church ensuring that these inform our students' lives as individuals and a community. While emulating the values of the Uniting Church, concurrently instil and develop the values and traits of:

- Excellence
- Curiosity
- Caring
- Integrity
- Innovation
- Courage

POSITION TITLE

Director of Co-curricular Activities

ORGANISATIONAL RELATIONSHIPS

Reports to: Principal

Direct reports: Assistant Director of Co-curricular Activities

Coaching staff
Academic staff in a co-curricular context

Internal relationships: Works closely with teaching, boarding, catering and administration staff

Committees: College Executive
Colours and Awards Committee
Uniform Committee

External relationships: External sporting and activities associations
Parents
Other Schools/Colleges



CLASSIFICATION

- SCOTS PGC Enterprise Agreement – partially exempt position
- Full time
- The nature of this position requires the employee to devote such time as may be necessary for the effective discharge of his/her duties which will require work outside ordinary school hours.
- The position will have an allocated teaching load.

INCUMBENT

Vacant

POSITION OBJECTIVE

To provide effective leadership and management of the College's co-curricular offerings.

The Director of Co-curricular Activities (DoCA) will work closely with staff who are responsible for activities to ensure that students receive high quality experiences outside the classroom.

The DoCA will have specific responsibility for ensuring that all activities are conducted with appropriate planning (including risk assessment), budgeting and communication.

To provide leadership in ensuring appropriate participation and skill development across all activities

Promotion of the benefits of involvement in the College's co-curricular programme

SKILLS AND ABILITIES

- Excellent written and verbal communication skills.
- A passion for working with children and an ability to establish and maintain professional, positive relationships with students, staff and parents.
- An ability to plan and co-ordinate multiple tasks and projects.
- The ability to direct the work of others.
- The ability to coach a variety of sports and activities.
- An ability to effectively manage budget allocations.
- An ability to enthuse staff, parents and students
- The ability to teach at least two subject areas.
- A good sense of humour

KNOWLEDGE

- A broad knowledge of a variety of sports and activities offered by the College.
- A detailed knowledge of risk assessment processes.
- A detailed knowledge of child protection requirements as they relate to activities programmes.
- A detailed understanding of pastoral care programmes and processes.



QUALIFICATIONS AND EXPERIENCE

- Ability to be registered as a teacher in Queensland.
- Relevant tertiary qualifications to carry out teaching responsibilities.
- Senior first aid qualifications.
- Current Open driver's licence (manual).
- Previous experience in developing, implementing and managing sport and activity programmes.

OTHER ATTRIBUTES AND CONDITIONS

- A willingness and ability to work outside normal hours including evening and weekend work.

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

- Co-ordination of the College's co-curricular activities programme including inter-school sport, club sport, intra-school sport (clan competitions), Pipe Band, Equestrian & Show teams.
- Liaise with Activity Co-ordinators to ensure appropriate planning and communication occurs.
- The DoCA will be the College's delegate on relevant committees i.e. local sport, District and Regional sport.
- Co-ordinate transport and catering arrangement for teams and individual students.
- Co-ordinate external coaching staff in accordance with College policy.
- Co-ordinate and monitor the co-curricular reporting process.
- Provide training and advice to staff in coaching and development issues.
- In conjunction with the Principal, allocate staff to activities throughout the year in accordance with the College's EBA.
- Chair the Colours and Awards Committee for co-curricular activities.
- Liaise with the Business Manager and Maintenance and Grounds staff to co-ordinate the preparation and maintenance of playing fields and other facilities.
- Prepare budget and funding submissions in conjunction with the Principal and Business Manager.
- Control and monitor expenditure in line with approved budgets.



GENERAL PERFORMANCE STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards and legislative requirements or standards which may be appropriate and including College policies and procedures.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.
- The College is a non-smoking workplace and as a school, smoking is prohibited within five metres of the school boundary.
- Staff are expected to maintain an appropriate standard of dress and personal presentation to reflect their profession and work responsibilities.

SELECTION CRITERIA

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