



EMANUEL SCHOOL

COORDINATOR OF PRIMARY SPORT & PDHPE TEACHER K-10 ROLE DESCRIPTION

Role Purpose

This is predominantly a teaching position, delivering the PDHPE program from Year K through to Year 10, as well as coordinate the Primary Sport program. In addition to teaching, this includes, but is not limited to managing and coordinating the weekly interschool sport competitions, arranging and conducting representative sports carnivals, organising representative sport trials for students to represent Emanuel School at ASSISA and other representative pathways to ensure maximum participation of Emanuel School students at the highest representative level, and liaising with parents and students to coordinate logistics for representative sports.

In addition to their face-to-face teaching responsibilities, this role receives a 10-period allocation and Leadership Level 1 allowance.

Responsibilities & Reporting Lines

This role will report to the Head of Primary and Head of PDHPE 7-12 for your teaching and the Director of Sport K-12 for all sport responsibilities.

In addition to the teaching responsibilities, the Coordinator of Primary Sport and PDHPE teacher is responsible for:

- Delivery of the PDHPE curriculum from Years K-10, including all associated responsibilities including programming, assessment, marking, reporting, parent communication.
- Promoting a positive and inclusive sporting culture in the Primary School, including encouraging student participation at all levels and instilling a love of physical activity in students of all ages and abilities.
- Representing Emanuel School at ASSISA Sport Association meetings.
- Coordinating Emanuel's involvement in the ASSISA and NSWCIS sporting pathway including swimming, cross country, athletics, team and individual events such as netball.
- Organisation of all interhouse carnivals - Swimming, Athletics, Cross Country.
- Organising sporting teams/individual trialists for various sports competitions during and outside of school hours.
- Ensuring a fair and valid selection process for team/individual selections for ASSISA and NSWCIS events.
- Collaborating with Heads of Sport to ensure fair and valid selection process for team/individual selections.
- Ensuring the necessary administration tasks are completed prior to the event such as permission for all sporting activities and parent communication.

- Organising training sessions/fixtures for events including liaising with teaching staff.
- Communicating with external venues to ensure field/facility bookings are in place.
- Coordinating transport arrangements for all sporting events.
- Following up with students/families regarding breaches of Emanuel's sporting protocol and code of conduct
- Coordinating our coaching and teaching staff involvement in sporting programs, in conjunction with the Director of Sport and Heads of Sport.
- Mentorship of the Primary School House Captains and supporting their initiatives.
- Preparing sport reports for the school newsletter after each sporting event (minimum) and Yearbook.
- Maintaining records of sporting results and acknowledge team and individual achievement.
- Arranging and present awards for achievement in sport at assemblies.
- Collaborating with the Director of Sport to select annual sporting award recipients.

Skills & Qualifications Required

The following qualifications and experience are essential for this role:

- Experience teaching K-10 children
- Strong familiarity with current NESA K – 10 PDHPE curricula
- All applicants need to have a relevant degree and teaching qualifications
- Experience in coordination of sport in a Primary School or equivalent setting.
- Be accredited with NESA and hold a valid Working With Children Check (WWCC) in accordance with the Child Protection (Working with Children) Act 2012.

The successful candidate will possess:

- Strong organisational and time-management skills.
- Event coordination experience.
- Experience working with external sporting bodies (e.g. ASSISA / IPSHA / HICES / PSSA/ NSWICIS).
- Ability to manage deadlines and high-volume administration.
- Confidence using digital systems: TASS (SMS), Meet Manager (MM), spreadsheets, Canvas (LMS).

Emanuel Employee Qualities & Attributes

Emanuel teachers are highly competent, passionate and engaging in their practice. They work hard to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher. It is expected that a successful applicant would have a similar approach to teaching.

As an Emanuel teacher, it is expected that you possess the following qualities and attributes

- Love of teaching and desire to inspire and engage students in learning

- A passion for continually improving their teaching practice and a commitment to ongoing professional learning
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Ability to promote and a determination to develop a culture of thinking for all students in the classroom
- Capacity to differentiate teaching programs and use a range of strategies to best meet the needs of individuals in the classroom
- Generosity in sharing teaching and ICT expertise with colleagues, and an openness to welcome other teachers into his/her classroom for observation and feedback
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- Be a team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

The successful applicant will be a member of the school's teaching community and as such, will participate in the regular life of the school. He/she will undertake other duties of a teacher such as those in relation to pastoral care, supervision of students, extra-curricular activities etc, as required by the Principal.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Respect

- Inclusion
- Community
- Kindness

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.

Emanuel School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Emanuel has zero tolerance for child abuse.

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.