Danebank
Anglican School for Girls

Co-Curricular Position | Whole School

Sport Facilitator P-12

Full time / Permanent

Danebank is one of the leading Christian girls' schools in Australia with a wonderful reputation and proud history of excellence and innovation in thinking, learning and care. We nurture and inspire girls to flourish through inclusive and powerful educational opportunities.

We aspire for each girl to belong and become all she is purposed to be.

Our guiding values are compassionate service, creative collaboration, respectful relationships, courageous optimism, personal excellence, loving kindness and taking responsibility. The life of our school is anchored in a Christian foundation and our worship and spiritual life is grounded in the Anglican tradition. The very essence of our motto - **Ut Prosim** *That I May Serve* - reflects our intention for each girl to develop meaning in her life, to grow in faith, to serve others and to contribute to society into the future.

Our Approach

Our approach to education is futures-focused and holistic: we integrate student wellbeing, learning and personal development to help shape the social, emotional, physical, cognitive and spiritual aspects of each individual.

Our Staff

Danebank acknowledges and values the contribution that all staff, teaching and operational, make to the achievement of the School's strategy and is committed to supporting all staff in their endeavours.

Danebank staff are passionate about learning and deeply committed to the wellbeing and growth of each girl. Our heart to serve and vision to improve drives our collaboration, innovation, professional growth and pursuit of the best for ourselves and our community. Staff enjoy working in our engaging environment.

Position Description

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School and the development of the skills and knowledge of the position.

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Position Title	Sport Facilitator P-12
Reporting Manager	Responsible to Head of Sport
Role Purpose	Danebank is committed to nurturing and caring for the whole person. As such, the Sport Facilitator is expected to encourage and support a holistic approach to health by assisting with the development and promotion of an innovative co-curricular sports program which will encourage girls and young women to flourish by focusing on their individual and unique strengths. The Sport Facilitator assists The Head of Sport (P-12) to manage a safe, professional and well organised sports program that is accessible to all students.
Specific Duties and Responsibilities	Actively support the Christian ethos of the school, modelling a Christian example in all activities. As a member of the Danebank Sports Team this position is specifically responsible for: ● Assisting with the management and administration of the Saturday Sports Program, School Carnivals, IPSHA, IGSA and other sporting programs, and encouraging high levels of participation of all Danebank Students across the Junior and Senior Campuses. This includes attending IPSHA, IGSA, Saturday Sport and other sporting programs throughout the year. ● Assisting the Head of Sport with the organisation of the School's Sports Coaches, Referees and Convenors including timetabling, communication and maintenance of relevant handbooks and codes of conduct. ● Assisting with sports resource management including, but not limited to, timetabling sports programs and weekly coaching sessions, equipment maintenance, ordering and distribution of student uniforms, and any other resource management relevant and applicable to the Sports Program. ● Organising a number of school sports teams, including maintaining the school database, Edumate, to include team information, sporting achievements and awards. ● Assisting with the organisation of School Carnival events, including but not limited to, venue bookings, schedule development, staff allocations and student participation. ● Assisting with the organisation of the end of year assembly, celebrations and awards to ensure that the Sports Program is promoted as an integral part of the life and ethos of the School and that students' participation and achievements are acknowledged. ● Tracking and monitoring students' participation in the Sports Program including attendance, dress standards and injury management, and ensuring all records are accurate,

	current and stored and maintained in accordance with the School's record keeping policies and any relevant legislation. ● Assisting with the promotion of the Sports Program as a part of Danebank's approach to developing the 'whole person', including communicating effectively with all stakeholders and building rapport with the wider school community, including, but not limited to parents, students and staff. ● Assisting the Head of Sport with risk management compliance including risk analysis, assessment and management planning, participant health and safety monitoring and compliance with the School's WHS and Child Safe policies and procedures. ● Other responsibilities include ○ Performing administrative duties where required. ○ Actively seeking involvement in the wider life of the School by attending camps, open-days and performance evenings. ○ Remaining abreast of events, the focus of each week, and other important information regarding the broader life of the School. ○ Maintaining ethical and professional standards and actively engaging in regular supervision and professional development requirements. Other duties as required or determined by the Principal.
Key Competencies, Skills and/ or Experience	● Ability and willingness to utilise and reflect Christian principles and values throughout the Sports Program. ● Capacity to work with a diverse range of school age young people. ● Passion for sport, and experience guiding and supporting girls, adolescents and young women. ● Teamwork, influencing and collaboration skills. ● Excellent communication and interpersonal skills so as to develop positive relationships with staff, students, parents and coaches. ● Capacity to encourage talented student athletes to pursue their sporting interests to achieve excellence. ● Attention to detail with high levels of organisational skills. ● High level administration and IT skills to support the proficient and efficient adoption and use of programs and software relevant to the administration of sports programs and the School's broader administration processes. ● Ability to manage own time effectively and provide timely responses to stakeholders. ● Flexibility, openness to change and proactive to task completion and problem solving. ● Willingness to embrace challenges. ● Warmth, empathy, energy and good humour.

	● Ability to manage competing demands and deadlines as applicable to a multi-sports program. ● Tertiary qualifications in either Sports Administration, PDHPE, Event Management or other relevant discipline. ● Experience as a Sports Coach or at an elite level of sports performance professional.
Essential Qualifications	**Essential** ● Degree qualifications in a relevant discipline. ● First Aid & CPR Certification. ● Current Working With Children Check (WWCC) and all registrations and accreditations applicable to the responsibilities of the position. **Desirable** ● Experience in managing IPSHA and/or IGSA Cross Country, Athletics sports programs and related events. ● Experience in managing Dragon Boating, Tennis, Netball and/or school Snow Sports programs. ● Drivers licence
Other Relevant Information	This role is Full Time and includes work on Saturdays. The balance of hours are worked throughout the usual working week, Monday to Friday, in negotiation with the Head of Sport and Deputy Principal.
Workplace Health and Safety	All Danebank staff have a responsibility to comply with the School's WHS policies, procedures and practices and contribute to a healthy and safe workplace culture.
Child Protection	Danebank is committed to being a Child Safe organisation, putting the needs and interests of our students first. All Danebank staff are required to comply with applicable child protection legislation and are responsible for ensuring that the School's Child Safe policies, procedures and programs are at the forefront of all we do. This includes maintaining a child safe culture, adopting strategies and taking action to promote child wellbeing, and keeping students safe from harm. The School has zero tolerance for child abuse.
Classification	Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2025 (may vary depending on experience)

Danebank is a member of the Anglican Schools Corporation

Document Information

Prepared by	Head of Sport
Prepared date	August 2023, Reviewed Nov 2026
Approved by	Principal
Approved date	Nov 2026 (with requisition)
Additional notes	

Acknowledgement of receipt of position description

I have received a copy of the Position Description and have read and understood its content.

Employee Signature	Date
Supervisor's Signature	Date