



URSULA FRAYNE

CATHOLIC COLLEGE

APPOINTMENT:

Director of Sport

Balmoral Campus (Years K – 6)
66 Balmoral Street, East Victoria Park, WA 6101
Phone: 08 9470 0400

Duncan Campus (Years 7 – 12)
15 Duncan Street, Victoria Park, WA 6100
Phone: 08 9470 0900

Email: admin@ufcc.wa.edu.au | Web: www.ufcc.wa.edu.au

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Information to Prospective Applicants

The Principal invites applications from committed, passionate and innovative teachers for the position of Director of Sport to commence 1 January 2023.

Leadership roles at Ursula Frayne Catholic College are appointed by the Principal who delegates responsibility for the management of specific areas within the school. As such, the Director of Sport must be fully supportive of the College's *Mission* and *Vision* and show leadership as a witness by living and promoting the *Catholic ethos* and *Mercy values* of the College.

Designated leaders within the College should also be excellent communicators who promote collegiality and harmony amongst all members of staff. Regular, open communication with the College Executive Leadership Team is a vital aspect of the role, as is support for the Principal in his role as leader of the College community.

Within the context of a Catholic school those who hold a leadership position must be visionary and pro-active; importantly, they must also be motivators of staff, teachers and support staff, as well as students. Specifically, the Director of Sport must have a successful teaching background with experience in planning, developing, leading and the management of sport opportunities for students within a Year 7-12 context. The role also requires personal strengths in strategic thinking, planning and management, the ability to build positive relationships, a capacity to deal with complex issues and to manage change. As such, the Director of Sport has a responsibility to:

- model their conduct on Jesus and promote the evangelization purposes of the system
- reflect and nurture the *Mission, Vision and Values* of the College in the course of their work.
- energise and nurture fellow staff, students and parents by fostering quality relationships and community development
- support and contribute to the promotion and implementation of the current strategic direction of the College particularly in sport and physical wellbeing
- provide effective role modelling using appropriate conflict resolution and negotiation skills
- maintain confidentiality and support for the College
- maintain professional competence and current knowledge of educational trends
- maintain a collaborative and student-centred approach to all aspects of their work

As a designated leader in a Catholic school, the Director of Sport must demonstrate a clear commitment to a process of life-long learning and ongoing professional development in its many forms. Effective professional learning includes a range of processes and events that promote sustained dialogue, extensive investigation and reflective practice with connection to contemporary research and literature.

About the College

As a *learning and faith sharing community*, Centred in Christ Ursula Frayne Catholic College is a Catholic, Kindergarten to Year 12 co-educational College in the Mercy tradition. As such, the College caters for over 1400 students and is committed to the development of young people, academically and spiritually.

In its current form, the College was established in 1990 after the amalgamation of St Joachim's Primary and High Schools and Xavier College. It operates on two sites located at Balmoral Street, East Victoria Park (Kindergarten – Year 6) and Duncan Street, Victoria Park (Years 7-12). Both campuses are situated south of the Swan River within 5 kilometres of the Perth CBD and are closely linked with the parishes of Our Lady Help of Christians in East Victoria Park and St Joachim's in Victoria Park.

To cater for the specific developmental needs of our students, the College has established four, separate sub-schools: the Preparatory (Kindergarten-2) and Junior (3-6) Schools [Balmoral Street campus] and the Middle (7-9) and Senior (10-12) Schools [Duncan Street campus]. Each sub-school is overseen by a Head of School and operates as "a school within a school".



Sport At Ursula Frayne Catholic College

The College's Sport Mission:

To ensure that students will competitively participate in sporting events to build team/school spirit, motivate a healthy lifestyle, and enhance the College's profile throughout the wider community.

Ursula Frayne Catholic College has developed an enviable reputation in sport, across a wide variety of events and activities which include interschool and intra-school competitions in conjunction with a comprehensive recreational sport program in Years 11 and 12. Over the years, students have achieved great success across a wide range of sporting endeavours, often achieving results well above expectations given the relatively small size of the College.

Comradery, teamwork, leadership opportunities, discipline and lifelong friendships are founded in our sports program through which many students develop a love of sport and take their commitment to a physical lifestyle into their adult years.

Associated and Catholic Colleges of Western Australia.

The College is a member of the Associated and Catholic Colleges (ACC) of Western Australia, which is an independent secondary schools' sports association. The ACC has a membership of over 60 schools around the state catering to more than 47,000 students.

Member schools compete during the year in participation carnivals, weekly summer and winter interschool sports, major carnivals in swimming, athletics and cross country and through selection in elite representative teams.

Sub-Association Sport

Member schools can compete in weekly summer and winter interschool team sports during term 1 and term 2. Currently there are four sub-associations conducting interschool sport. Ursula Frayne Catholic College participates in the Southern Associated Schools (SAS) and Southern Associated Schools Junior (SASJ) competitions.

Inter-zone finals are played in summer and winter inter-school sport at central venues between the Southern Associated Schools and the Northern Associated Schools for Year 11/12 students. Interzone finals are at the discretion of SAS & NAS schools.

Para Sporting Carnivals

Para sporting carnivals are conducted in swimming, athletics, indoor soccer, ten pin bowling and a fun run/walk. The Para sports programme is designed to provide students with a disability the opportunity to represent their school in ACC sport.

Cluster Competitions

In addition to formal sporting competitions the Cluster groups within each Sub-school facilitate further opportunities for students to engage in individual and team pursuits from chess to basketball and quizzes to indoor soccer. Over time students and teams accumulate points for their Cluster with a trophy awarded to the winning Cluster at the end of the semester. The variety of activities ensures all students find their niche and contribute to the spirit and achievements of the Cluster.

Roles and Duties of the Director of Sport

The Director of Sport is responsible for the leadership and administration of all sporting activities within the College (Duncan Street campus), including extra-curricular and co-curricular sporting events.

The role involves leading the vision and the strategy of the secondary sports program, managing the administrative operations of the Duncan Street campus Sport Program and developing and leading staff within the area to operate as a highly collaboratively motivated team. Specifically, the Director of Sport:

- Develops and implements the vision of the College sport program within the ethos and broad curriculum vision and current strategic directions of the College
- Manages the day-to-day operation of the Year 7-12 sport program
- Monitors student performance and progress
- Mentors staff and monitors performance
- Oversees the development of coaching/mentoring resources
- Has a time allowance of 5 periods per week and a teaching load
- Performs required administrative duties

The Director of Sport is accountable to the Principal through the Vice Principal.

Appointment Process

To be considered for this outstanding leadership opportunity, potential candidates must be experienced educators committed to the objectives and ethos of Catholic Education.

You must have:

- A minimum four-year tertiary qualification
- A minimum of five years relevant educational experience
- Have either completed, working towards or be willing to work towards Accreditation to Teach Religious Education OR Accreditation for Middle Leaders in Catholic Schools (or equivalent)
[NOTE: As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation]
- Current TRBWA and Working with Children requirements

Appointment to this position will be in accordance with the procedures in the Catholic Education Commission of Western Australia policy statement concerning promotional positions. The terms of appointment to the position will be in accordance with CECWA policy.

Contract Period

The initial appointment period is for three years. Prior to the end of the 3rd year; the performance for the Director of Sport position will be reviewed and assessed. Subject to a satisfactory review, a further term of three years will be offered. Prior to the end of this subsequent third year, a second review will be conducted. Subject to a satisfactory review, a further term of two years will be offered. In the eighth year of the contract, the position will be advertised, and the incumbent is eligible to reapply.

A teacher who accepts this position, is employed as a teacher in an ongoing capacity at the College.

Applications

1. Applications for the position of Director of Sport should be completed on the **Application Form**. Please fill in ALL sections of this form even if you wish to attach a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include. [Maximum of one (1) page]
3. Send a copy of the attached Referee Report to each of your two (2) professional referees and ask them to return them to admin@ufcc.wa.edu.au by the closing date. Parish priests are not required to submit a written reference but will be contacted for comment.
4. The Principal reserves the right to seek information from people not listed in this application unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.

Applications will be received until **4.00pm WST on Tuesday 2 August 2022** and should be marked "CONFIDENTIAL" and addressed to:

The Principal
Ursula Frayne Catholic College

BY EMAIL:
admin@ufcc.wa.edu.au

IF POSTING:
15 Duncan Street
VICTORIA PARK WA 6100

Interested applicants should refer to the following documents:

- **Director of Sport – Duties and Responsibilities (*Appendix 1*)**
- **Appointment Timeline (*Appendix 2*)**
- **Referee Report 2022**
- **Application Form – Director of Sport**

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Appendix 1:

Role:

The Director of Sport will have the responsibility for the administration and management of all sporting activities in the College, including extra-curricular and co-curricular sporting events.

Duties:

1. To ensure the UFCC Sport Mission is achieved.
2. To answer to the Principal with regard to all sports matters.
3. To oversee the appointment of all Head and Assistant Coaches (ACC and non-ACC).
4. To encourage and support staff in gaining appropriate coaching qualifications.
5. To co-ordinate the operation of College and ACC carnivals.
6. To co-ordinate and administer all ACC sporting fixtures.
7. To be the College point of contact for all non-teaching staff involved in coaching UFCC teams.
8. To liaise with external sporting bodies.
9. To co-ordinate the appointment of umpires, coaches and officials to ACC and non-ACC sports.
10. To represent the College at ACC meetings.
11. To be the liaison officer between the College and the ACC.
12. To administer the purchase, storage and distribution of sports equipment.
13. To manage the sports budget.
14. To oversee the scheduling of activities and maintenance of equipment in the gymnasium.
15. To carry out other duties as required by the Principal.

Given the dynamic nature of the school environment, the College reserves the right to alter roles and responsibilities to suit leadership and management requirements at any point in time. However, as a minimum, the requirements and the attendant conditions will be formally reviewed at the end of each contract period

Appendix 2:

APPOINTMENT PROCESS TIMELINE:

Position Advertised:	Saturday 23 July (Term 3 - Week 1)
Applications Close:	Tuesday 2 August (Term 3 – Week 3)
Shortlist of Applicants:	Friday 3 August (Term 3 – Week 3)
Panel Interviews:	Thursday 11 August (Term 3 – Week 4)
Preferred Applicant Notified:	Friday 12 August (Term 3 – Week 4)
Interview with the Principal:	TBA
Announcement to school communities:	TBA
Unsuccessful Shortlisted Applicants Notified:	TBA
Induction / Handover Day:	TBA

NB. Should circumstances require it, the proposed timeline may be varied and applicants advised accordingly.