



ORAN PARK
ANGLICAN COLLEGE

College Sports Coordinator - Junior School

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1350 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

Expressions of interest are invited from suitably experienced Junior School teaching staff for this new role to be trialed in 2027.

Position Summary

The Junior School College Sports Coordinator supports the effective coordination and development of Junior School sport, working closely with the K–12 Sports Coordinator, Head of Junior School and Director of Academic Operations. The role includes coordinating weekly College sport, supporting College carnivals and promoting safe and inclusive participation, and helping to ensure that Junior School sport reflects the College's values and strategic priorities.

Reports to: Director of Academic Operations and Head of Junior School

Relates to: K-12 Sports Coordinator

Status and Hours: Full Time, Temporary position (12 months)

Student supervision hours are 8 am – 3.30 pm, although an understanding is required that the role will require greater hours than this, including attendance at weekly staff meetings and other after-hours events.

Full Time Equivalent (FTE): 1.0

Leadership Allowance: 0.5 Leadership Level 1

Commencement Date: Term 1 2027

Dress Code: Oran Park Anglican College requires staff to dress in a professional manner, fitting of an independent school.

Major Responsibilities

The Junior School College Sports Coordinator is responsible to the Principal, through the Head of Junior School and the Director of Academic Operations, for:

- Coordinating weekly College sport schedules and staffing in collaboration with the K–12 Sports Coordinator.
- Assisting with the planning, budgeting and delivery of annual College sporting programs, including bookings for venues, specialists and other program requirements.
- Supporting the organisation and delivery of College sporting carnivals, including swimming, athletics and cross-country events.
- Promoting safe and inclusive sporting opportunities for students of diverse ability levels, including competitive and recreational pathways.
- Ensuring student safety and wellbeing in all sporting activities by applying College child protection, WHS and risk management procedures.
- Preparing and reviewing risk assessments, managing identified risks, and ensuring sporting equipment is safe and well maintained.
- Providing oversight, guidance and support for coaching staff, setting clear expectations and encouraging alignment with College values.
- Contributing to a clear vision for Junior School College sport that reflects the College's strategic goals, values and Christian ethos.
- Liaising with the Director of Academic Operations, Head of Junior School and K–12 Sports Coordinator regarding strategic and operational sporting matters.
- Communicating with parents as required regarding College sporting programs and student participation.
- Maintaining accurate records of student participation, achievements, compliance documentation and sporting results.
- Arrange coaching clinics with NSW sporting organisations and local sporting bodies to strengthen coaching practice and encourage student participation.
- Communicate sporting achievements and results for publication in College communications.
- Work collaboratively with staff to promote the College's values of courage, curiosity, craftsmanship, collaboration and compassion.

Professional and Personal Attributes

The Junior School College Sports Coordinator will demonstrate the capacity to build strong relationships with students, staff and parents, supporting positive outcomes for students through sport. Essential criteria for this role include:

- A committed Christian who is actively involved in a church community.
- Relevant tertiary qualifications and current NESA teacher accreditation.
- The ability to develop students' movement skills and foster positive attitudes towards physical activity.
- Strong interpersonal skills, with the capacity to lead, encourage and mentor teachers across a range of experience levels.
- A demonstrated willingness to contribute to the co-curricular life of the College.
- Well-developed written, verbal and organisational skills, including the ability to meet deadlines.
- The ability to work collaboratively and effectively as part of a team.
- A commitment to ongoing improvement through streamlined processes and clear communication with both staff and students.

Additional Information

References:	Provide three (3) referees one of whom should be the Minister of the Christian community you serve within, who can support your application.
Salary:	In accordance with the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 or future approved agreement.
Child Safety:	Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.
WHS:	Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training. The successful applicant will be provided with their WHS responsibilities at the time of appointment.
Diversity and Inclusion:	Oran Park Anglican College provides inclusive, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.
Note:	All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

External applicants are required to:

- complete the “Application for employment – Teaching” form, found under the Employment tab on the College website;
- provide a 1–2 page cover letter outlining their experience, demonstrating their capacity to meet the essential criteria for this position, and including a statement of personal Christian faith; and
- submit a Curriculum Vitae of no more than four pages.

Internal applicants are required to:

- provide a 1–2 page Expression of Interest letter outlining their experience and demonstrating their capacity to meet the essential criteria for this position.

Please forward your application marked “Private and Confidential” to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email employment@opac.nsw.edu.au

Website www.opac.nsw.edu.au

Applications will close when position is filled.

Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education.

Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.