

Job Title:	Co-curricular Coordinator, Sport, Music & Performing Arts		
Classification Level:	School Assistants Salary – Administration Stream		
Campus:	Adelaide Hills	Sub-school:	NA
Status:	Permanent	Reporting Relationships:	Head of Campus, Adelaide Hills Director of Business

The 'King's Way'

King's Baptist Grammar School (King's) is a place where every student is seen, heard, known and feels a sense of love. Our school is a place of connection and belonging in which reciprocal relationships between staff, students and families reflect (and invite us into) the perfect relationship of our triune God; Father, Son, and Holy Spirit.

King's is the only Baptist School in South Australia providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. We inspire hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities, empowering individuals in partnership with their families.

King's is a place where people come first; a community workplace that's built on relationships and mutual respect, bringing out the best in each other. A supportive, faith-based work environment strengthened by prayer, devotion and opportunities for spiritual and practical support. We strive for meaningful, individual and professional development that enhances the King's Community.

Our leadership values guide the behaviour, culture and mind-set that underpin the 'King's Way'.

Servant Leadership	Demonstrating Humility and Service by leading with empathy, awareness and a commitment to the growth of others.
Pastoral Leadership	Caring for the person is behind every decision, action and conversation by treating each other with Fairness and Respect .
Accountable Leadership	Being reliable, responsible and building trust with others by acting with Excellence and Integrity .

Position Purpose

The Co-curricular Coordinator - Sport, Music & Performing Arts is responsible for coordinating and promoting a vibrant co-curricular program that enriches student learning and engagement across the Adelaide Hills campus. Working closely with students, families, staff and external providers, the role supports the planning and delivery of sporting, music, performing arts and other co-curricular opportunities that encourage participation, personal growth and community connection.

Through effective administration, communication and event coordination, the Coordinator ensures students have access to high-quality experiences that complement the School's educational program and contribute to a positive and thriving campus culture.

Key Responsibilities

The role of Co-curricular Coordinator, Sports and Activities encompasses responsibilities within the following Key Result Areas (KRAs).

- Co-curricular Program Coordination
- Administration
- Communication & Community Engagement

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

An annual performance review will be undertaken regularly to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained. The basis of the Performance Review is utilising the Key Performance Indicators for each KRA.

Enrolment Key Areas	Key Responsibilities
Co-curricular Program Coordination	• Coordinate and oversee the Adelaide Hills co-curricular program, including sport, performing arts, music and other student activities. • Work collaboratively with teaching staff to review, develop and enhance co-curricular opportunities for students. • Promote participation and engagement across all co-curricular offerings. • Coordinate student nominations, registrations, auditions, team selections and event participation. • Organise concerts, recitals, performances, competitions, sporting carnivals and special events. • Coordinate participation in relevant external competitions, associations and representative opportunities. • Act as the primary point of contact for students, parents, staff, coaches, tutors and external organisations regarding co-curricular programs. • Coordinate training, rehearsals, practices and event schedules. • Support the delivery of music and performing arts performances at key School events and celebrations. • Coordinate and oversee the Instrumental Tuition Program, including tutor scheduling, student enrolments and communication with families. • Work collaboratively with staff to ensure quality and consistency across all co-curricular programs.
Administration	• Manage administrative processes associated with all co-curricular programs. • Monitor co-curricular budgets in consultation with the Head of Campus and Director of Business. • Coordinate the purchase, maintenance and storage of equipment, uniforms, costumes and instruments. • Manage enrolments, registrations, permissions, fee collection and associated program records. • Maintain accurate student participation data and program databases. • Coordinate the engagement and administration of coaches, tutors and volunteers in accordance with School policies and procedures. • Ensure appropriate risk assessments, duty of care arrangements and excursion documentation are completed for all activities and events. • Ensure compliance with School policies, child safety requirements, WHS standards and relevant external association requirements. • Coordinate venue bookings, room allocations and facility requirements for rehearsals, training and events. • Maintain an inventory of instruments, equipment and related resources
Communication & Community Engagement	• Provide timely and professional communication to students, families, staff and external stakeholders. • Promote co-curricular opportunities, events and achievements across School communication platforms. • Prepare content for newsletters, social media, website updates and community communications. • Communicate schedules, event information, program updates and competition details to families.

	• Liaise with school staff regarding student attendance and participation in co-curricular activities. • Celebrate and showcase student achievement in sport, music, performing arts and other activities. • Maintain accurate and up-to-date calendar information for all co-curricular programs and events. • Collaborate with the Marketing and Communications team to support promotion of the Adelaide Hills co-curricular program
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Key Performance Indicators

- Students have access to diverse and engaging co-curricular opportunities across sport, music, performing arts and student activities.
- Strong levels of student participation and engagement are maintained.
- Events, performances and competitions are organised efficiently and professionally.
- Positive relationships are developed with students, families, staff, coaches, tutors and external organisations.
- Communication is timely, professional and accurate.
- Budgets and resources are effectively managed.
- Compliance, risk management and duty of care obligations are consistently met.
- Student achievements are recognised and celebrated within the King's community.

Essential Criteria

1. A personal commitment to the King's Vision, Mission and Values underpinning the delivery of a Christian-based education to students.
2. Understanding of confidentiality within the school environment
3. Ability to present a professional, personable and knowledgeable image to prospective and existing parents, students and the wider school community.
4. Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful manner.
5. A natural affinity with people and developing successful relationships, supporting others and providing exceptional levels of service.
6. Ability to lead and work in teams, setting goals and providing feedback.
7. High level of discretion and a core understanding of professionalism and confidentiality within the workplace.
8. Ability to empathise with and manage the complex demands of a school environment.
9. High level administrative and organisational skills with the ability to manage day-to-day workflow and unexpected situations in an intelligent, flexible and professional manner.
10. Ability to show initiative and be adaptive.
11. Work cohesively in a team environment as well as working autonomously where required.
12. Represent the school and its wider community by providing a positive, enthusiastic and professional support and customer service environment.

Hours of work

The position is part time (0.4 FTE – 15 hours per week) across 44 weeks of the year (inclusive of 4 weeks paid annual leave). The role requires a degree of flexibility to accommodate various activities outside of normal hours.

With the Hills Campus growing each year the role will require regular review to ensure it is meeting the growing needs of the campus. We anticipate that it will also increase in hours as this growth continues.

The salary and conditions of this position are subject to the current King's Baptist Grammar School Enterprise Agreement.