

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practises equality of opportunity.

Job Title Sports Co-ordinator

Salary Scale: Support Staff Scale 7-10

Reporting to: Curriculum leader for sport

Key Role: Work towards enhancing the sporting provision offered by the college to its students from a participation to an elite level of competition. This role would also support the Sport Curriculum in its deliver of practical components when required.

Summary & Overview

To support the organisation and enhancement of the college's enrichment and competitive sports programmes, deliver high-level coaching to the college sports academy, and promote student participation and achievement in sport. The role involves working closely with staff, students, external partners, and college departments to create a thriving, inclusive, and performance-driven sporting environment.

Specific Duties and Responsibilities:

- Develop and deliver a broad, inclusive, and engaging enrichment sports programme.
- Co-Ordinate the support / staffing required to enhance Xaverian Women's sport programme across all levels from participation to excellence
- Develop summer term activities with a particular focus on athletics and cricket.
- Coordinate lunchtime activities, including planning, staffing, marketing, and facility management.
- Assist across multiple Basketball academies (Academy 1, Academy 2, Women's Academy)
- Arrange fixtures, match officials, and transport for college sports teams.

- Organise and deliver internal college sports competitions.
- Submit results and scoresheets to relevant organisations by their deadlines.
- Manage and maintain storerooms and sports equipment, including overseeing laundry, stock control, and ordering new kit as needed.
- Book and coordinate use of internal and external sports facilities.
- Implement staff and student inductions on safe use of facilities and equipment.
- Adhere to and promote college Health and Safety and Safeguarding policies.
- Promote equality, diversity, and inclusion within all sports activities and teams.
- Support the college's Gold Duke of Edinburgh Award programme.
- Act as a passionate advocate for the development and visibility of sport within the college.

Mission and Ethos

- To support the College's Catholic mission by being an exemplary role model in demonstrating the College's mission and values in all aspects of the role of Cover Supervisor

Miscellaneous:

- To support effective safeguarding of all young people.
- To promote inclusivity and widening participation by contributing to the achievement and implementation of the College's Equality and Diversity policy.
- To undertake any additional responsibilities and duties, commensurate with the post, as requested by the Principal.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Reviewed by:	AdP,MK	Date of review:	Aug 2026
--------------	--------	-----------------	----------