



## MOTORSPORT ACADEMY COORDINATOR POSITION DESCRIPTION

<b>Position Title:</b>	<b>Motorsport Academy Coordinator</b>		
<b>Classification:</b>		<b>No. Direct Reports: 0</b>	<b>FTE: 1</b>
<b>Reports to:</b>	tbc	<b>Fixed</b> <input type="checkbox"/> <b>Ongoing</b>	

<b>Position Expectation</b>	<b>Child Safety</b> <ul style="list-style-type: none"> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>• Working familiarity with Child Safe requirements and expectations.</li> <li>• Responsible for applying the College's Child Safety and Protection Policy and procedures including being compliant with the EREA Child Safety Code of Conduct.</li> <li>• Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.</li> </ul>		
<b>Position Summary:</b>	St. Bernard's College is seeking a dedicated and passionate individual to coordinate our newly launched Motor Sport Academy. This program aims to introduce secondary school students (Years 7 to 12) to the world of motor sports, combining theoretical knowledge with practical experience. The Coordinator will play a crucial role in overseeing the program, ensuring its success, and fostering a new generation of skilled and passionate motor sport enthusiasts.		
<b>Position Characteristics</b>	<b>Significant internal/external relationships</b>	<b>Internal</b> <ul style="list-style-type: none"> <li>▪ Principal &amp; Deputy Principal</li> <li>▪ Key Learning Leader – Science</li> <li>▪ Property Manager</li> <li>▪ Risk and Compliance Manager</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>▪ Ace Karting Sunshine</li> <li>▪ Port Melbourne Race Track</li> <li>▪ Kart Racing Australia</li> <li>▪ Calder Raceway</li> <li>▪ Academies Partnership Organisations</li> <li>▪ Mechanics</li> <li>▪ Suppliers</li> </ul>	

<b>Key Responsibilities and outcomes</b>	<b>Program Coordination</b> <ul style="list-style-type: none"> <li>• Attend all Motor Sport Academy sessions with students, both theoretical and practical.</li> <li>• Assist in grading and evaluating students, facilitating their progression through different competency levels.</li> <li>• Develop and maintain course materials and coaching resources.</li> <li>• Report on both the practical and theoretical aspects of the course.</li> <li>• Coordinate with teachers involved in the program and support staff who maintain the college's racing vehicles.</li> <li>• Interview and aid in the hiring of qualified instructors and coaches</li> <li>• Coordinate external coaches to ensure high-quality instruction and guidance.</li> <li>• Run parent information evenings to keep families informed and engaged.</li> </ul>
	<b>Instruction and Curriculum Development</b> <ul style="list-style-type: none"> <li>• Teach classes on the science behind motor racing, including car design, the physics of racing cars, and the science of tracks.</li> <li>• Develop and deliver a comprehensive curriculum that covers both the theoretical and practical sides of motor sports.</li> <li>• Incorporate simulator-based components into the curriculum where applicable.</li> </ul>
	<b>Equipment Purchase and facilities</b> <ul style="list-style-type: none"> <li>• Coordinate the purchase of all equipment associated with the program</li> <li>• Compete bookings of facilities for the program</li> <li>• Coordinate the upkeep of all equipment with external mechanics</li> </ul>
	<b>Safety and Risk Assessment</b> <ul style="list-style-type: none"> <li>• Assess and manage risks associated with all motor sport activities.</li> <li>• Implement and enforce safety protocols to ensure the well-being of all participants.</li> <li>• Conduct regular safety briefings and training sessions.</li> <li>• Monitor and evaluate the safety of equipment and facilities used in the program.</li> <li>• Ensure regular safety assessment of all equipment</li> <li>• Ensure adequate staffing of practical sessions</li> </ul>
	<b>Logistics and Transportation</b> <ul style="list-style-type: none"> <li>• Hold a licence to drive a 30-seater bus and have the ability to drive light trucks for transporting karts and equipment to various venues.</li> </ul>
	Other duties as required by Principal & Deputy Principal.

	<b>Capabilities and Behaviours</b>	Communicate effectively	<ul style="list-style-type: none"> <li>Communicates clearly and effectively at all levels.</li> <li>Strong written and oral communication skills.</li> <li>Well-developed listening skills.</li> </ul>
		Interpersonal skills	<ul style="list-style-type: none"> <li>Effectively deals with others, both internally and externally in a professional manner.</li> <li>Ability to remain calm and composed when faced with challenging situations.</li> <li>Diligent in following up on matters.</li> </ul>
		Confidentiality	<ul style="list-style-type: none"> <li>Ability and preparedness to deal with confidential documentation and information in the strictest confidence at all times.</li> </ul>
		Foster teamwork	<ul style="list-style-type: none"> <li>Be able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the College effectiveness.</li> <li>Plan and coordinate allocated tasks to meet team objectives and share ideas about methods to improve administrative practices.</li> </ul>
		Organisational ability	<ul style="list-style-type: none"> <li>Demonstrates high level of organisational ability and initiative including capacity to set priorities and work to deadlines.</li> </ul>
		Initiative	<ul style="list-style-type: none"> <li>Highly motivated.</li> <li>Ready to act without waiting for directions.</li> <li>Self-starting and self-disciplined.</li> </ul>
	<b>Expectations</b>	Develop engaging and informative course materials that align with the program's objectives. Provide detailed reports on student progress and program effectiveness. Ensure that both theoretical classroom-based lessons and practical track-based sessions are conducted effectively. Collaborate with other educators and professionals to enhance the program.	
	<b>Qualifications</b>	A background in science and/or engineering. Experience in the racing industry is highly advantageous. Strong understanding of motor sports principles, car design, and racing physics. Experience in teaching or coaching, preferably at the secondary school level. Excellent communication and organizational skills. Valid licence for driving a 30-seater bus and light trucks.	

**Signature**

**Employee**

I have read this document and fully understand all my duties and responsibilities as outlined above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_