SYDNEY GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION TITLE:	Athletic Development & Rehabilitation Coordinator
RESPONSIBLE TO:	Director of Athletic Development; Sportsmaster; Head of Sport
EMPLOYMENT:	Full-time, permanent - As required for holiday camps and Weights Room management during term holiday periods

ABOUT THE ROLE

The Assistant Director of Athletic Development & Sport Coordinator supports the delivery of the School's athletic development program, with a significant leadership focus on rehabilitation, concussion management and safe return to sport. The role provides coordination and oversight across College Street, Edgecliff Prep and St Ives Prep, while also contributing to strength and conditioning, sport science, facility operations and sport administration.

KEY RESPONSIBILITIES

1. Rehabilitation, Concussion Management & Return to Sport

- Lead and coordinate rehabilitation support within the Athletic Development program, working with relevant school staff to help students progress safely from injury through staged rehabilitation and return to training and sport.
- Oversee the School's concussion process across all three campuses: College Street, Edgecliff Prep and St Ives Prep, supporting a consistent and well-coordinated approach to concussion management and return to sport.
- Conduct bi-weekly site visits to Edgecliff Prep and St Ives Prep to liaise with staff, advise on concussion matters, assist with concussion processes and support appropriate follow-up.
- Upskill relevant staff across the School in the School's concussion process and procedures, including practical guidance on responsibilities, communication, documentation and return-to-sport requirements.
- Maintain oversight of concussion cases and facilitate effective communication between relevant staff to support continuity as students progress through the School's process.

- Lead strength and conditioning programming and delivery for a key Winter or Summer sport and/or rehabilitation, developing sport-specific and individualised programs aligned with the SGS Long Term Athletic Development (LTAD) model.
- Use athlete monitoring and sport science information, where appropriate, to inform rehabilitation planning and progression.
- Act as a point of liaison with parents regarding rehabilitation plans, concussion management requirements and return-to-sport progression.
- Liaise with external health professionals where appropriate to support evidence-based rehabilitation and safe return-to-sport decisions.

2. College Street Incident Reporting

- Act as the College Street Incident Report Lead for sport related incidents.
- Coordinate the timely completion, review and follow-up of incident reports, liaising with relevant staff and escalating matters through appropriate School channels where required.
- Promote consistent incident-reporting practice and identify opportunities to strengthen risk management and safe operating practices.

3. Weights Room Coordination

- Assist the Director of Athletic Development with ongoing professional development of SGS Athletic Development coaches so staff understand the SGS LTAD model and meet professional standards for program prescription.
- Coordinate regular facilities and equipment maintenance at College Street, Weigall and the Boatshed, and provide recommendations regarding equipment and facility layout.
- Implement safe working practices and procedures in accordance with the School's Weights Room risk management plan and core values.
- Supervise the Weights Room to foster the athletic development of students in line with the SGS LTAD model as rostered.

4. Sport Science Coordination – Summer Sport Lead

- Oversee performance monitoring, testing and timely reporting.
- Monitor training load and physiological and subjective responses to load.
- Manage the validity and reliability of data collection across performance staff and ensure athlete data is handled and disseminated safely and ethically.
- Work collaboratively with sports staff, mentor interns and junior staff, and contribute to educational workshops and applied research projects.
- Manage sport science equipment inventory and use field-based physiological and biomechanical testing to identify exceptional young athletes.
- Research, identify and explore technologies that may support and enhance the sports program.
- Deliver athlete tracking, load monitoring and reporting support for a Winter and Summer sport and/or rehabilitation.

5. Athletic Development Programming

- Under the guidance of the Director of Athletic Development, monitor core physical development and fundamental movement pathways for students involved in sport at Sydney Grammar School.
- Contribute to the strategic development, review and continuous improvement of the School's Athletic Development and Sport programs.
- Develop sport-specific and individualised programs aligned with SGS LTAD guidelines.
- Emphasise the key components of physical literacy identified in the SGS strength competency frameworks as foundations for healthy, active participation and competitive sport.

6. Sport Coordination: Attendance, Pastoral Follow-up & Reporting

- Monitor sport attendance and unexplained absences, cross-checking attendance information with relevant absentee systems and communications.
- Maintain accurate records of student meetings, follow-up and outcomes to support a clear attendance history.
- Reinforce School expectations and procedures relating to sport attendance.
- Investigate persistent or concerning absences in liaison with relevant staff and escalate concerns to the Sportsmaster when necessary.
- Contribute to the Sportsmaster's Report process as requested or required.

7. Fixtures & School Sport Events

- Attend Saturday sport with the relevant team or teams in Summer and Rehabilitation sessions in Winter.
- Attend GPS sport carnivals and School-organised sport carnivals, including swimming and athletics carnivals and the Head of the River, as required.
- Attend House Sports Day and Form I sport days.

Compliance

- Work within the School's risk management frameworks, privacy policies and concussion protocols.
- Ensure the role complies with AIS and AAGPS expectations, constitutions and guidelines.

Professional Expectations

- Work collaboratively across Sport, Athletic Development and the three campuses to support consistent practice and clear communication.
- Maintain accurate, timely and appropriate records relevant to rehabilitation, concussion, incident reports, athlete monitoring and sport attendance.
- Demonstrate sound professional judgement, discretion and a strong commitment to student wellbeing, safe participation and the School's standards and procedures.