

THE ROLE



Senior School PDHPE Coordinator

Position Title	Senior School PDHPE Coordinator
Level	Leadership 2
Commencement Date	Term 1 2026
Hours	Permanent Full-time

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to employ a highly skilled and experienced educator and leader with a background in Senior School PDHPE. The right candidate will be able to gather, inspire and lead others, and have an expert understanding of current teaching and learning practices as well as being creative and innovative.

Key Selection Criteria

the successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church
- A well-informed understanding of contemporary learning and teaching practices, research and pedagogy, including ongoing engagement in professional associations.
- Evidence of leadership of educational innovation and development of curriculum and assessment.
- Excellent knowledge and understanding of the integration of technology in the delivery of learning.
- Demonstrated good team leadership skills: including approachability; listening skills; conflict resolution; exercising sound judgement; and showing initiative.
- Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks.

Qualifications

- Secondary Teaching qualifications in PDHPE & accreditation in NSW (NESA)

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Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining teaching, leadership and other experience relevant to the position
- A statement of educational philosophy
- Written response addressing the Key Selection Criteria in a maximum of 2 pages
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

To apply, please complete an [Application Form](#) or visit our [website](#) for more information.

CLOSING DATE FOR APPLICATIONS: Friday 21 November 2025

**Please note applicants will be considered for interview upon receipt of application.
Appointments may be decided before the closing date.**

Any enquiries, please contact employment@thac.nsw.edu.au.

ROLE DESCRIPTION



PDHPE Coordinator

Primary Purpose:

The PDHPE Coordinator will work with all staff to lead the Strategic Plan related to improvement and innovation of the PDHPE and Sports Program of the Senior School including teaching and learning programs and communication with staff, parents and students.

Accountable to:

The Principal through the Deputy Principal and Head of Senior School

Directly reports to:

Director of Teaching & Learning

Relates to:

1. Director of Teaching and Learning
2. Academic Dean
3. Coordinator of Operations
4. Director of Student Wellbeing
5. Faculty Coordinators
6. Teaching Staff

The following staff report directly to the PDHPE Coordinator:

- PDHPE Teaching Staff
- Senior Sport Coordinator (7-12)
- Sports Administration Assistant

Major Responsibilities

The PDHPE Coordinator is responsible to the Principal through the Deputy Principal and Head of Senior School for:

- The effective and efficient leadership, supervision, management and development of the team of teachers assigned by the College to teach the following subjects:
 - PDHPE
 - PASS
 - Child Studies
 - CAFS
 - SLR
- The implementation of an:
 - appropriate induction program for new teachers in relation to the running of the faculty
 - appropriate training program for staff in areas where they require additional skills and knowledge

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- approach to professional development within the faculty that is relevant to the collective needs of the team and the specific needs of individual teachers
- The production and on-going revision of a faculty handbook which describes the practices and procedures pertinent to both faculties
- The production, implementation, regular registration and evaluation of a teaching program for each class in the faculty – which is compliant with the relevant NESA - Syllabuses and Assessment requirements, consistent with the College ethos and suited to the needs of the students within the class
- The oversight and implementation of teaching and assessment strategies suited to the diverse needs, interests and aptitudes of the students within each class, including strategies that assist students with learning difficulties and students with outstanding abilities who require enrichment
- The implementation within both faculties of an effective assessment and reporting system
- The implementation of a faculty observation program to improve teacher classroom practice
- The analysis of both faculty results and the development of strategies to improve student learning outcomes
- The delegation of responsibilities to team members
- The efficient management of the physical resources entrusted to both faculties
- The effective leadership and management of the Senior Sports Coordinator and overseeing their role and job
- Direct management of the Sport Administration Assistant/s (if employed at College) including:
 - managing timesheet and payment
 - organising time between Junior and Senior Sports Coordinators
 - induction
 - liaising with AFL Sportsready in review about employees
- Management of the Sport Budget, including overseeing the delegation of responsibility to the Senior Sports Coordinator of the Secondary Sports budget within the overall sport budget
- Chairperson of the Sport Committee, including setting agendas, distributing minutes, chairing meetings
- Perform any duties as is required by the Principal or her nominees from time to time

The PDHPE Coordinator is also responsible to the Principal through the Deputy Principal and Head of Senior School for:

- Assisting in the management of student discipline within Pastoral Care and classes taught by faculty members when required in partnership with the Welfare Team
- Shared responsibility with other subject co-ordinators and senior staff for the maintenance of high standards of student behaviour, student morale, the wearing of the College uniform, classroom and playground cleanliness

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- The security and tidiness of PEC Block, PEC Storerooms within College hours along with being warden of PEC Block during emergencies

The PDHPE Coordinator is expected to be present at:

- all mandatory College events,
- all mandatory professional development activities
- all formal parent-teacher interview evenings
- designated information evenings
- designated playground duties, sports duties, assemblies, excursions, allocated committees and camps

This role description is underpinned by the College Policies, Procedures and Guidelines