



St Mary's College Wellington

Job Description - Director of Sport Parental Leave Contract

The role of the Director of Sport is to provide leadership and effective administration in promoting, developing and delivering sporting activity and physical recreation for the students of St Mary's College.

This is a fixed term, full time position (52 weeks per year) to cover the parental leave of the permanent employee.

Responsible to:

- Principal

Responsible for:

- Sports Administrator

Functional Relationships

- Principal
- Senior Leadership Team
- Head of Learning Area: Physical Education and Health
- Sports Administrator
- Other support staff (e.g. finance team)
- Students
- Parents, whanau and wider school community
- Sports coaches and managers
- Community sports organisations, including regional sports trusts
- External stakeholders and sponsors

Purpose of the role:

- Increase the participation and performance levels of students in sport and physical recreation;
- Direct and manage the school sport and physical recreation programmes by effectively providing skilled Leadership, Administration, Communication, and Resource Management (detailed below);
- Model and promote the school values and learning ethos;
- Contribute to the ongoing review and development of school policy and practices, while driving ongoing improvement.

KEY AREAS OF RESPONSIBILITY and EXPECTED OUTCOMES

Leadership	
<i>Task</i>	<i>Expected Outcomes</i>
Lead the planning of each year's sport and physical recreation programme.	An annual programme is prepared and delivered. A review of the sport and physical recreation programme is undertaken annually.
Work with the Principal to establish longer term strategic goals for sport at the college.	Longer term strategic goals for sport are identified, where appropriate, in collaboration with the Principal.
Lead and motivate sports teams and individuals to demonstrate a strong personal commitment to school-wide values.	The sport and physical recreation programme contributes positively to the school's overall ethos and culture. Students participating in sport demonstrate the school values.

Organisation and Administration of the Sport and Physical Recreation Programme	
<i>Task</i>	<i>Expected Outcomes</i>
Deliver the sport and physical recreation annual plan	The annual plan is followed and goals met. A consistent and coordinated approach to the organisation of sport and physical recreation within the school is evident.
Regular meetings with relevant staff/personnel in charge of sports/activities	Meetings are effective for informing, updating and maintaining ongoing relationships. Records are kept of decisions taken, when appropriate.
Manage the organisation of all code administration, school teams, entries, tournaments.	Student registrations for codes are efficiently organised. School teams/groups/individuals are entered in all relevant competitions and events. Team/group lists are established to form a database of participants. Appropriate arrangements are made for placement in teams, team management and coaching. Tournament arrangements are made.
Manage communications and payment of sports fees	Effective communication with students and whanau about required sports fees. Efficient payment of fees is monitored, prior to student participation in any sport and in accordance with school policy. Effective liaison with the school finance team regarding collection of student fees and payment of entry fees and other associated costs. Appropriate judgement is applied to assess potential cases of hardship and access any available support, as required.
Manage the collecting, collating and recording of results and achievements	Records are maintained for all competitions and events.
Organise awards and prize giving ceremonies.	Sports awards ceremonies/events are held.
Promote and publicise sports and physical recreation opportunities	A wide range of sporting and physical recreational activities are offered. All students and their parents/caregivers are aware of what opportunities are available. Promotion includes new enrolling students. Sport registration days are well organised and promoted.

Promote fair play principles	Codes of conduct for all participants are established, distributed and understood. Fair play is recognised and celebrated.
Organise and promote major school sporting events	All students are aware of planned events and have the opportunity to enter and participate. Major events (e.g. Athletics Day, Winter Tournament participation, Summer Tournament participation) are well organised and provide an enjoyable and competitive experience for all involved.
Target specific activities/events to increase participation	When required, a survey is developed and carried out to determine student interest in individual sports and physical recreation. Activities not currently offered are planned and developed when sufficient interest is shown.
Health & Safety requirements are met	An effective process for meeting all Health and Safety regulations is in place, and all school H&S policies (such as police vetting of adult volunteers) are followed in a timely manner. All school EOTC processes are promoted, supported and followed in a timely manner.
Communication	
<i>Task</i>	<i>Expected Outcomes</i>
Establish effective liaison and relationships with regional sport bodies and other stakeholders	Regular contact and relationships are maintained throughout the year. Attendance at regional sporting director/administrator meetings. Relevant information is communicated to the school, leadership, students, and parents/caregivers.
Ensure good communication channels within the school	Information available to students about all sport and physical recreation activities offered. Up-to-date, accurate information on timetabled events available to staff/students/parents. Correspondence is effective and professional. There is an effective flow of information re: draws, results, etc.
Recognise student achievement	Results and student achievements are communicated in assemblies, school newsletters and the school magazine, and to local media where appropriate. Relevant media is used to recognise student, team and individual achievement throughout the year. Sports Prizegiving is organised.
Acknowledgement of officials and supporters	All coaches/managers/officials are appropriately acknowledged and thanked at the end of each season.
Ensure good communication channel between school and wider community	Game results and student achievements/news are included in newsletters where appropriate. School sport and physical recreation groups and programmes are promoted and publicised to the community.
Keep the Principal / Senior Leader informed	Regular meetings with the Principal / Senior Leader occur throughout the year.

Management of resources	
<i>Task</i>	<i>Expected Outcomes</i>
Provide sport and physical recreation teams/groups with suitable support personnel	Recruit and appoint coaches/managers/instructors/trainers for all teams and groups. Recruit and assign referees and umpires as required. Carry out appropriate and mandatory safety checks of volunteers.
Develop and establish a training programme to meet the needs of coaches and officials	Relevant, trained personnel deliver seminars/clinics to coaches/managers/officials. All sports team coaches have access to sports injury prevention information and/or training, and are provided with a first aid kit.

Performance Appraisal	Participate in the annual Performance Appraisal of the Sports Administrator.
Publish the sporting code of conduct and relevant documentation	Fair play ethos is demonstrated and, if required, reinforced. All those involved are aware and abide by high standards of presentation and conduct. Students, officials and supporters abide by the code of conduct.
Liaise with school finance team regarding annual budget	The budget is managed efficiently and appropriate records maintained.
Establish and administer systems for storage, maintenance, issue and return of uniforms	School teams are appropriately attired for activity. An accurate inventory of sport and physical recreation uniforms is established. An accurate record of uniform distribution and return is maintained. Uniforms not returned are followed-up promptly Uniforms are stored in clean, tidy condition. Repairs, maintenance and replacement is managed effectively.
Establish and administer systems for storage, maintenance, issue and return of school equipment	An accurate inventory of sport and physical recreation equipment is established. An accurate record of equipment distribution and return is maintained. Equipment not returned is followed-up promptly. Equipment stored in tidy usable condition. A process for repair, maintenance and replacement of equipment is in place.
Manage training times/bookings, facility usage	Manage as necessary the courts and gymnasium for practices.

Director of Sport:

_____ (name)

_____ (signature)

_____ (date)

Principal:

_____ (name)

_____ (signature)

_____ (date)