

Role Description: Director of Sport



Learning excellence, centred on our Catholic faith, personal growth, service to others and strong academic success.

Hours of work: Full time

Remuneration: NZEI Support Staff in Schools' Collective Agreement, (negotiable)

Responsible to: Principal/Deputy Principal

Functional relationship with:

- Sports Coordinators
- Sports coaches and managers (staff/parents/community volunteers)
- Regional sports organisations, sports trusts, sports directors, sports clubs
- Parents & Students
- Business Manager

Purpose and Primary Objectives

The key purpose of the Sancta Maria College sports programme is to provide effective and efficient leadership, administrative and management of sport, leading to:

- Student self-development
- Enhancing the profile of sport at the college and within the school community
- High levels of student participation
- Having quality sports programmes
- High levels of success in sporting competitions
- Delivering sport safely to students
- Catering for the different needs of all students
- Assisting young people to enjoy sport

The Director of Sport will lead and manage the school's sports programme by effectively providing high skilled:

- Leadership
- Administration
- Communication
- Human and Physical resource management
- Professional support and training
- Public relations
- Community involvement
- Marketing and promotion

Key Tasks	Expected Outcomes
LEADERSHIP	
1. Formulate short- and long-term goals for the co-curricular sports programme	<ul style="list-style-type: none"> ▪ A vision for sport is developed and clearly articulated ▪ A sport programme review is undertaken annually ▪ A sport department report is prepared annually ▪ A 3–5-year development plan is prepared and translated into an annual operational plan with annual goals ▪ There is regular review (half-yearly and end of year)
2. Maintain and extend skills and knowledge in the field of sport	<ul style="list-style-type: none"> ▪ Attend sports leaders conferences ▪ Develop sport resources ▪ The Director of Sport will be acknowledged as an industry leader
3. Contribute to the achievement of the school's values' objectives	<ul style="list-style-type: none"> ▪ The sports programme will clearly contribute to the school's ethos and Special Catholic Character
4. Manage and coordinate the school's student sports leaders	<ul style="list-style-type: none"> ▪ Consistent, coordinated approach to organisation of co-curricular sport in the school programme ▪ Regular interchange of information to enable effective ongoing planning
5. Identify and expand new opportunities to enhance the sports programme	<ul style="list-style-type: none"> ▪ Further opportunities are explored and offered

Key Tasks	Expected Outcomes
ADMINISTRATION	
1. Attend regular meetings of Staff in charge of codes/activities	<ul style="list-style-type: none"> ▪ Agenda, minutes record decisions and any actions to be taken ▪ Consistent, coordinated approach to organisation of co-curricular sport within the school ▪ Regular interchange of up-to-date information to enable effecting ongoing planning
2. Coordinate student sports leaders	<ul style="list-style-type: none"> ▪ Group meets regularly and documentation (agenda, minutes, decisions, and any actions) are recorded ▪ Senior students assist with organisation and running of lunch time sport for other students, including junior school (Year 7&8)
3. Oversight of term entries and payment of any fees	<ul style="list-style-type: none"> ▪ School teams entered in all relevant competitions and events according to participation interests ▪ Fees required communicated and system established for collection and payment ▪ Team lists established to form database of participant numbers
4. Attend Regional Sports Director/Coordinator meetings	<ul style="list-style-type: none"> ▪ Regular contact established and maintained with Regional Sports Director (RSD) ▪ Accurate information is received and disseminated to teachers in charge of sports and other relevant people
5. Organise Sports Awards and other identified ceremonies	<ul style="list-style-type: none"> ▪ Student achievements, team and individual, are recognised ▪ Sports awards ceremonies are held after each summer and winter season ▪ Annual Sports award prize-giving function planned, organised and carried out ▪ All coaches/managers/officials suitably acknowledged at end of each season

6. Promote Fair Play principles in the sports and physical recreation programme	<ul style="list-style-type: none"> ▪ Codes of Conduct for all participants are established, explained and disseminated and understood ▪ Awards are made to deserving individuals/groups in assemblies
7. Promote and publicise opportunities available within the college sports programme	<ul style="list-style-type: none"> ▪ All students, including new entrants, aware of what is available ▪ A wide range of sporting and physical recreational activities are offered ▪ Flyers, posters and informative notices are produced promoting school sport and physical recreation
8. Target specific activities to increase participation	<ul style="list-style-type: none"> ▪ Sport registration days (summer and winter) are well organised and promoted ▪ View Year 6 enrolment forms and use information to encourage students to participate ▪ 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 shown ▪ Facilities and/or equipment made available to targeted students for specific use at coordinated times
9. Organise and coordinate lunch time inter-house sports programme	<ul style="list-style-type: none"> ▪ Timetable of scheduled events is produced and led by student sports leaders for house competitions ▪ Regular organised sport is available at lunch time to interested students ▪ Supervised recreational activities are provided for interested students
10. Organise and promote major school sporting events	<ul style="list-style-type: none"> ▪ All students are aware of planned events and have opportunity to enter/participate ▪ Major events are well organised and provide enjoyable experience for all involved

Key Tasks	Expected Outcomes
COMMUNICATION	
1. Establish effective liaison with RSD and Regional Sports Organisations	<ul style="list-style-type: none"> ▪ Information received on events and programmes in the region is current and relevant ▪ The coordination of the RSD are available to improve the delivery of the co-curricular sports programme to students
2. Ensure good communication channels within the school	<ul style="list-style-type: none"> ▪ Information available to students of sport activities offered ▪ Up to date, accurate information on timetabled events available to staff/students/parents ▪ Correspondence is copied, distributed, filed and responses to ▪ Information regarding draws, results, etc. is passed on to teachers in charge of sports, parents and students in a timely manner ▪ Sports notice boards/website and College App and social media used to communicate accurate and important sports information is maintained and regularly updated
3. Collect, collate, and record results, achievements of school teams/students	<ul style="list-style-type: none"> ▪ Record maintained for all competitions and events ▪ Results/student achievements communicated in assemblies, school newsletters and magazine, and to local media ▪ Sport is profiled in assemblies

4. Ensure good communication channel between school and wider community	<ul style="list-style-type: none"> ▪ Game results/student achievements included in newsletters, website, College App, social media. ▪ Contact established and maintained with local media ▪ School sports groups and sport and physical recreation programmes are promoted and publicized in the community via website, College App, and social media
5. Prepare and present an annual report to the board of trustees	<ul style="list-style-type: none"> ▪ Report presented and accepted
6. Complaints and concerns and managed appropriately	<ul style="list-style-type: none"> ▪ Issues resulting from co-curricular sport are followed up, promptly and appropriately dealt with the necessary personnel from the school community and/or sports associations/clubs ▪ The Senior Leader and Principal are made aware of any significant issues that may arise and in the case of an incident involving student behaviour, the Director of Sport will liaise with the relevant Senior Leader to resolve the matter ▪

Key Tasks	Expected Outcomes
HUMAN AND PHYSICAL RESOURCE MANAGEMENT	
1. Provide all school sport teams and groups with qualified support personnel	<ul style="list-style-type: none"> ▪ Appoint code leaders for major sports codes within the school ▪ Appoint teachers in charge (TICs) in remaining codes and physical recreation groups and within major codes above ▪ Recruit and appoint coaches/instructors/trainers for all teams and groups ▪ Recruit and appoint managers as required ▪ Recruit and assign referees and umpires as required
2. Implement staff appraisals	<ul style="list-style-type: none"> ▪ Appraise department staff
3. Maintain and monitor a high standard of student appearance and behaviour	<ul style="list-style-type: none"> ▪ Students in sporting/recreational activities are seen to live the Sancta Maria College Special Catholic Character ethos ▪ Team/group support personnel, parents and hosts/visitors comment positively on student appearance and behaviour ▪ Fair Play ethos is demonstrated, and, if required, reinforced
4. Prepare sports/recreation budget	<ul style="list-style-type: none"> ▪ Budget allocated to sports according to established criteria ▪ Sports/recreation budget managed efficiently and appropriate records maintained
5. Organise and coordinate system of issuing equipment for use by students at lunch time	<ul style="list-style-type: none"> ▪ Student monitors are selected to operate system ▪ Sport physical recreation equipment is available at lunch time to regular use ▪ Sport and physical recreation equipment is issued for use, returned and stored ▪ Damaged equipment noted immediately, and repair undertaken ▪
6. Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation equipment	<ul style="list-style-type: none"> ▪ An accurate inventory of sports uniforms is annually completed ▪ An accurate record of uniform distribution and return is maintained ▪ Uniforms not returned are follow up promptly ▪ Uniforms store in clean and tidy condition ▪ Repair, maintenance and replacement managed ▪ School teams are appropriately dressed for activity

Key Tasks	Expected Outcomes
PROFESSIONAL SUPPORT AND TRAINING	
1. All sports personnel keep up to date professionally	<ul style="list-style-type: none"> Professional development goals are set each year in line with personal needs and college priorities
2. Implement school policy for organisation and running of sport and physical recreation in the school	<ul style="list-style-type: none"> Guidelines are established and published for coaches, managers, players, and supporters of all school sport
3. Develop and establish a training programme to meet the needs of coaches, and officials – staff/students/parents/community volunteers	<ul style="list-style-type: none"> A coordinated Professional Learning and Development (PLD) programme for coaches/managers/officials occurs using a planned approach Coaching seminars and sports workshops are provided Relevant, trained personnel deliver seminars/clinics to coaches/managers/officials Staff, students and parents are aware of the opportunities for training available to them Staff take the opportunities offered to increase knowledge and qualifications Students are provided with the opportunities to develop and strengthen leadership skills Funding streams to support training are sought and accessed The number of trained coaches/managers for school teams increases All sports team coaches are trained in sports injury prevention and provided with a first aid kit
4. Develop and establish a system to ensure the safety of all involved in the sport and physical recreation programme	<ul style="list-style-type: none"> "SchoolBridge" RAMS forms, permission, accident reports etc., established, made available for use, and recorded as required Equipment maintenance schedule established and followed

Key Tasks	Expected Outcomes
PUBLIC RELATIONS	
1. All sports personnel will support the school's Special Catholic Character ethos	<ul style="list-style-type: none"> All personnel will be familiar with, and practice the school's code of standards and expectations of behaviour and values
2. The school will be promoted positively through its sports programme	<ul style="list-style-type: none"> A positive school profile is promoted Information and certificates are given to the Principal or Senior Leader for presentation in assemblies The sports department establishes digital tools to communicate with its stakeholders
3. Parents and other members of the school community are informed of sporting opportunities and welcomed to join	<ul style="list-style-type: none"> Parents know of the sporting opportunities within the school Parents are informed of sports trials, practices, games, and other activities as organised by the sports department The Director of Sport attends information meetings for parents when required Parental requests are dealt with promptly and effectively Attends and promotes the co-curricular programmes at identified events (Year 7 parent evening, Open enrolment day etc.)

Key Tasks	Expected Outcomes
COMMUNITY INVOLVEMENT	
1. Establish and maintain links with community sports clubs and agencies	<ul style="list-style-type: none"> Establish partnerships with local sports/club organisations to access services or resources

	<ul style="list-style-type: none"> ▪ Students unable to be catered for within the school are offered opportunities to participate in the local community ▪ Volunteers able to be recruited for use within the school programme ▪ Gain the ability for the school to access sport and recreational facilities not available within the school environment
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Key Tasks	Expected Outcomes
MARKETING AND PROMOTION	
1. Promote achievements of students within sport	<ul style="list-style-type: none"> ▪ Student individual and team achievements are recognised ▪ Sports results and news included in College newsletter, website and social media pages ▪ Regular liaison maintained with local community and daily media sources ▪ Nominations for local, regional, and national awards are noted/shared when relevant
2. Promote positive benefits of participation in sport within the school and community	<ul style="list-style-type: none"> ▪ Guest speakers and appropriate role models organised to present to assemblies or specific sports groups
3. Promote the growth of sports clubs within the school	<ul style="list-style-type: none"> ▪ Each sporting code to have a direct link with an established community club ▪ Establish and develop community club links to enable volunteer assistance with administration and coaching support ▪ Students provided with possible school to community sport opportunities ▪ A coordinated approach is made to organisations with the potential to provide sponsorship funds ▪ Fundraising events are adequately planned and fit within an established timetable ▪ Media opportunities for the school through sport are maximised ▪ Represent the school, as required and subject to adequate notice, at functions and meetings organised by the Administration Manager to secure sponsorship for the school's sports programme

Limitations to Authority

Changes in programme, structure of content, procedures or routines, and change in resource allocation must receive the prior approval of the Principal. Liaison with outside agencies must not be undertaken without the awareness and concurrence of the Principal.

This role description is reviewed annually as part of the Appraisal process and is subject to change.

After school hours and some weekend work are an expectation of the position in order to meet expected key tasks and outcomes. It is also expected that the Director works a portion of their allocated time during holiday to meet salary and annual leave obligations.