



POSITION DESCRIPTION

Director of Sport

TENURE:	Full Time, Permanent
RESPONSIBLE TO:	Principal Chair, Nga Tawa Diocesan Trust Board.
FUNCTIONAL RELATIONSHIP WITH:	Students Parents/Caregivers Other Staff of the School Coaching Staff Sports Department Staff Physical Education Department Staff

PURPOSE OF ROLE

The Director of Sport is primarily responsible for professionally leading the development, delivery and evaluation of a comprehensive programme of sports which aspires to the mission statement of Nga Tawa Diocesan School.

A dynamic, innovative and student focussed environment, where active partnerships extend every individual girl; to equip and inspire her to pursue her future with confidence, courage and passion.

PERSON SPECIFICATION

The Director of Sport will have a passion for women's sport and be expected to demonstrate a range of knowledge, experience and attributes.

EDUCATION QUALIFICATION	Bachelor Degree in Physical Education, Sports Science or similar. Australian Strength and Conditioning Association (ASCA) Level 1 or similar.
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KNOWLEDGE AND EXPERIENCE

A sound theoretical and practical knowledge of the theory and practical application of developing student's physical skills and thinking relating to success in sport.

Understanding of motivational psychology to encourage participation and success.

Experience with strength and conditioning within a teenage sport programme.

Excellent achievement in sports coaching

Effective practice, collaboration with coaches, teachers, and personal inquiry to improve practice.

Involvement with sport and coaching associations.

A solution focussed approach to manage and resolve issues that may involve students, staff or parents.

An understanding of 21st century education.

An understanding of girls' education and the relative advantages of girls' schools.

Demonstrated empathy with Māori students and a commitment to the principles of the Treaty of Waitangi.

An ability to work with International Students.

Competence and confidence in using Information Technology to assist with administration.

Effective written and oral communication skills appropriate for a range of audiences (students, colleagues, parents and coaches).

Time management and administrative skills and an ability to uphold deadlines.

PERSONAL PROFESSIONAL QUALITIES

Demonstrate practical commitment and support of our Anglican special character and model our values of courage, respect and integrity.

Loyalty and ability to provide collegial support to colleagues.

Ability to work as part of the team to support colleagues to provide a stimulating positive and rewarding school environment.

Demonstrate inspiration and innovation in working to resolve problems.

An open warm and caring manner with empathy in dealing with a diverse range of students and adults.

Demonstrate a commitment to on-going professional learning.

KEY ACCOUNTABILITIES

1. Strategic Planning
2. Sports Programmes
3. Managing Staff
4. Managing Resources
5. Health and Safety
6. Special Character
7. Corporate Responsibility
8. Personal/Professional Development

1. STRATEGIC PLANNING

Key Tasks	Performance Indicators
Provide, in conjunction with Senior Management and fellow Middle Managers, appropriate professional leadership which is supportive of the school's strategic plan, general direction, policies and procedures and vision.	<i>Contribution to strategic planning in regard to sport programmes and facilities</i>

2. SPORT PROGRAMMES

Key Tasks	Performance Indicators
Implement, participate in and take a lead role in developing programmes which support the vision of the school and the mission statement.	<i>Appropriate sport programmes are developed and implemented</i>
Monitor and guide the progress of student achievement within the Department; utilising a variety of means to obtain valid data and to then use this to inform team and individualised training programmes for students as required	<i>Student's sport outcomes monitored and progressed</i>
Development and implementation of the High Performance Fitness and Strength/Skills Conditioning Programme as pre-season training for all major codes.	<i>Programmes developed and implemented</i>
Identify and develop talent	<i>Students are identified for high-performance coaching and progress and tracked</i>
Provide recreational physical activities for student wellbeing	<i>Liaise with Boarding Staff and Director of Wellbeing</i>
Establish appropriate and clear communication with students and their parents/caregivers	<i>Evidence of appropriate communication</i>

Annual review of all programmes in the Department, in conjunction with the Sports and Physical Education & Health Department staff and the Principal to guide strategic planning for development of sport.	<i>Annual report to Board/Principal of Sport Department outcomes and future focus</i>
Respond to parents/caregivers and coaches concerns and queries in a timely manner with a solution-focused approach	<i>Evidence of communication and positive outcomes</i>
Management of the Sports Department Handbook Annually review the Handbook Includes, but not limited to, <ul style="list-style-type: none"> - Codes of Conduct for all participants and coaches - Description of all codes - Requirements for participation including costs, training and games times 	<i>Current Handbook available</i>
Attendance at regional Sports Coordinator meetings or delegate the Sports Coordinator to attend	<i>Meeting attended and evidence of positive input as required.</i>
Ensuring relationships with Wanganui and Manawatu and national sporting associations are collegial and conducive to ongoing development of sport.	<i>Evidence of positive relationships</i>
Organisation and hosting of the annual Sports Prize giving and Dinner.	<i>Event hosted successfully</i>
Overseeing the organisation of major school sporting events along with the Sports Coordinator including (but not limited to); <ul style="list-style-type: none"> - Swimming Sports (in conjunction with House Deans) - Athletics Sports (in conjunction with House Deans) - Summer Quadrangular Exchange - Winner Quadrangular Exchange - Junior Pentangular Exchange - Other Interschool Fixtures - School Cross Country (in conjunction with House Deans) 	<i>Sports events planned and successfully managed during the events</i>
Communication and promotion of school sport and physical recreation through relevant media (i.e. Nga Tawa News, Facebook, Script	<i>Sport is positively promoted weekly as appropriate</i> <i>Annual Script report is prepared</i>

Liaison with Director of Wellbeing in developing criteria and awarding of Sporting Awards including Colours

Colours appropriately awarded

3. MANAGING STAFF

Key Tasks

Performance Indicators

Develop and maintain an engaging and positive environment through effective communication, positive relationships and teamwork with all staff

Positive Staff feedback

Meeting with the Prefect Head of Sport at the beginning of the year and on a regular basis to:

Positive mentoring and relationships exist with Prefect Head of Sport

- Determine responsibilities and tasks
- Mentor and support the development of this school leader
- Assist in delegations as required
- Support the Student Sports Committee

Participate, support and contribute to staff professional development and learning programmes including an appraisal programme

Active participation in professional development and appraised

Line manager to the Sports Coordinator and Coaches

Collegial relationships are maintained

- Meet on a regular basis – Weekly sport co-ordination
- Delegate and collaborate on tasks as appropriate
- Appraise Sports Coordinator and coaches based on their Job Descriptions

Appraisal completed

Department goals are met

Advertising, appointment and induction of Coaches and Managers in all areas of the Sport Department

Evidence of coach appointment and induction.

- Review the Coaches/Managers agreement annually with the Principal
- Liaise with the Principal in the case of major appointments

Ongoing positive relationship with coaches to ensure positive student outcome.

Select and support appropriate Heads of Sports Codes and Captains

Heads of Sport/Captains are selected and mentored

4. MANAGING RESOURCES

Key Tasks

Effectively manage, within delegated responsibilities and limits, financial and asset resources within area of responsibility (including but not limited to budget management and property management)

Performance Indicators

Budget prepared for approval and adhered to.

Management and Responsibility for the Events Centre

- The Head of PE/Health will take responsibility for the Events Centre classroom and adjoining office while the remainder of the EC will be managed by the Director of Sport
- Maintaining a clean, safe and functional Sports environment which reflects the vision and aspirations of the school
- Liaising with cleaning and property maintenance staff as required to support this

Events Centre as a physical resource is managed and maintained appropriately

5. HEALTH AND SAFETY

Key Tasks

Support the school and department systems that are consistent with the Health and Safety at Work Act 2016.

Management of the Health and Safety procedures of the Sports Department:

- Annually review and ensure that safe and best practice is implemented in the Sports Department
- Annually review and ensure that injury/incident processes are in place, enacted upon and clear to all
- Prepare and oversee Risk Management Assessments for all sport competition and events.
- Ensure that all Sports Department staff have First Aid Certificates
- Encourage all coaches and managers to have First Aid Certificates
- Liaise with school nurse on generic and specific matters around student's health and wellbeing
- Attend the Health and Safety Group Meetings chaired by the Bursar once per term
- Report any hazards immediately to the Bursar

Performance Indicators

Health and Safety procedures pertaining to student wellbeing and crisis management system in place

Health and Safety procedures are adhered to and hazards, accidents, incidents and near misses are reported on.

6. SPECIAL CHARACTER

Key Tasks	Performance Indicators
Support the development of the Anglican special character of the school.	<i>Active participation in reflecting the Anglican tradition.</i>
Model the school values of respect, integrity and courage.	<i>Behaviour and attitude consistent with school values</i>

7. CORPORATE RESPONSIBILITY

Key Tasks	Performance Indicators
Participate in the practice of staff appraisal and attestation.	<i>Completed appraisal cycle</i>
Participate, support and contribute to the staff professional development.	<i>Participation and contribution to staff professional development.</i>
Assist the Principal in the preparation of reports, papers and research for the Board of Trustees, Diocesan Trust Board and Ministry – including forms and returns and other routine matters as well as policy and procedure documents.	<i>Reports, returns and research carried out in an accurate and timely manner.</i>
Represent the school at public functions as negotiated with the Principal.	<i>Representation at functions</i>
Take part in the corporate life of the School which includes handling concerns of parents/caregivers on the progress and development of students, participating in school activities and attending functions where our school is represented.	<i>Available to discuss matters with parents/caregivers Participate in school activities and functions</i>
Ensure that staff and coaches in the department are providing useful, timely and appropriate information to parents about their daughter's individual achievement through written reports and when requested parent interviews	<i>Reporting deadlines met</i>
Support the school policies in a positive manner.	<i>Feedback from Deputy Principal (Curriculum).</i>
Undertake duties which are part of the overall running of the school.	<i>Specific responsibilities undertaken</i>
Speak to prospective students and promote the School effectively.	<i>Participate in contributing schools marketing as required.</i>
Provide a thoroughly professional image and example to School personnel and members of the school community.	<i>Feedback from staff</i>
Use available opportunities to present Nga Tawa to members of the community in the best possible light.	<i>Feedback from the community</i>

5. PROFESSIONAL/PERSONAL DEVELOPMENT

Key Tasks

Attend professional conferences and courses to maintain personal awareness of developments related to general education and developments in sport and own subject areas.

Performance Indicators

Attendance at courses and conferences as required

Report on conferences and courses attended

Recommendations to Principal

Signed:
Head of

Date:

Signed:
Principal

Date: