

Director of Sport

Responsible to

Principal

Functional Relationships with

Deputy Principal
Senior Management Team
Sports Advisory Group (through Chair)
Sports Coordinator
Financial Administrator
Code coordinators, team coaches and managers
Head of Physical Education / Sport Centre manager
Teachers and parents involved in management and coaching of sport, sports officials, and others in related roles.

Responsibility Area One: Leadership and Management of The SPORTS programme	
Key Tasks	Expected Outcomes
A Strategic Plan for sport is developed and reviewed annually.	<ul style="list-style-type: none"> The <i>Strategic Plan for Sport</i> is a rolling annual document. It identifies goals and specific objectives for sport in the College and for code and levels. It is developed after consultation with stakeholders, including code coordinators, the senior management team, the sports council and others. <i>Annual Action Plan</i>, (based on specific objectives) is also developed along with Key Performance Indicators. The Director of Sport will report to the Board of Trustees on progress against these KPIs and the strategic goals and objectives each year. The Board of Proprietors and the Sports Council will receive the same or similar annual reports each year.
Provide strong and effective leadership and ensure the efficient management of all sport and related activities in the College.	<ul style="list-style-type: none"> Be seen as a genuine “Director of Sport” in the College. Lead initiatives, develop and manage programmes, find, motivate and organise coaches, managers and boys, advocate for sport and boys, support code coordinators and be concerned always with improving opportunities, participation rates and other measures of success. Set and maintain high standards and expect the best from boys on the field – in effort, presentation courtesy and behaviour. Work closely with the sports coordinator, directing and managing tasks and responsibilities and ensure that all administrative and organisational matters to do with sport are handled efficiently and effectively. Develop a comprehensive sports data-base and implement an online sports sign-up system which connects to major data-base. Liaise with the senior management team and contribute to sports policies and protocols. Implement and support all school policies and ensure that
The sporting culture of College, including specific values and ideals around participation, performance and competition, are maintained and enhanced.	
Individual records detailing involvement of students and staff in sports activities to be developed.	
High performance or “high potential” students to be monitored, counselled and supported as and where appropriate. Programmes for high performance students to be encouraged and implemented.	
Accurate and up-to-date records of participation in all sports activities to be maintained and submitted to NZSSSA as and when required. All NZSSSA requirements and protocols are to be complied with.	

	<p>agreed guidelines for management of sports, tours, equipment and are complied with.</p> <ul style="list-style-type: none"> • Work closely with code coordinators to source effective coaches and managers. • Attend as many games/matches/practices as possible – after school and in the weekends – encouraging, maintaining standards and troubleshooting, providing backup and liaising with coaches, coordinators boys and parents.
Review of all sports and co-curricular options in the College occurs annually. Decisions and plans about specific codes and activities are included in the annual plan.	<ul style="list-style-type: none"> • Summer and winter review document completed each year with details for each activity – student numbers, achievements, staffing, and budgetary information is reported on in comparison to previous years.
Sports trips and involvement in competitions/activities to be well planned in advance and signed off only after final approval from the SMT and the Board.	<ul style="list-style-type: none"> • This document is used to monitor the quality of the sports programme in the school and is to be presented to SMT at the end of each season.
Take responsibility for organising blues and rep awards processes and assemblies	<ul style="list-style-type: none"> • Traditional award ceremonies are meaningful and interesting. System for allocating awards is fair and decisive and blues and rep awards are suitably prestigious and sought after
Ensure students represent the College with pride, maintain high standard of dress, fair play, behaviour and appropriate levels of supervision.	<ul style="list-style-type: none"> • Communicate expectations at every opportunity • Have a presence across a range of co-curriculum activities during the week and actively promote opportunities for staff to do the same • Acknowledge teams or activities which are setting high standards
Be a co-ordinator of one sport.	<ul style="list-style-type: none"> • To lead by example and co-ordinate one sport during the course of the year.

Responsibility Area Two: Management of SPORTS FIXTURES and events	
Key Tasks	Expected Outcomes
Take responsibility for running major house events including athletics day, swimming sports and cross country.	<ul style="list-style-type: none"> • Planning is effective and occurs in advance for all major house events • Staff support for the event/s well organised and effective. Instructions and expectations are well understood. • Students and parents are given clear instructions for each event. Maximum numbers of students participate with enthusiasm and in competitive spirit.
Responsibility for the organisation and running of all home and away interschool exchanges, and major annual sporting events and fixtures.	<ul style="list-style-type: none"> • Planning occurs well in advance for interschool exchanges by way of a checklist/running sheet. • Competing schools continue to value the exchange programme and are satisfied with arrangements. • Communication with parents and students results in high levels of parental support and student participation. • Ensure that team and travelling uniforms, after match functions, billeting arrangements and general hosting meets high standards. • Regular review of those events is completed by key stakeholders
A worthwhile student leadership programme is in place which enables students to meet blues requirements and take up leadership opportunities by becoming involved in sports coaching and	<ul style="list-style-type: none"> • A sports council is established each year and direction and regular feedback is given to these sports leaders. • “Sports expo” occurs to facilitate students’ sports choices.

administration for example.	
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Responsibility Area Three: Management of Code Co-ordinators, Coaches, Managers and Boys	
Key Tasks	Expected Outcomes
Ensure all sports and activities are appropriately staffed with a co-ordinator, coaches and managers.	<ul style="list-style-type: none"> Every sport has staff involvement. Staffing (management and coaches) is finalised with code co-ordinators well before the start of each term/season. Staffing documentation is kept up-to-date and information is available on line. Frequent communication and good working relationship with PE department and Sport centre management is maintained. Parents involved in coaching or management roles know what is expected and have clear understanding of school policies and principles.
Ensure all co-ordinators, coaches, managers and students know about what is expected of them in all sporting events and activities.	<ul style="list-style-type: none"> A co-ordinators meeting is held each season (to set expectations and goals, report on and share directions and develop strategies etc.) Coach and manager position descriptions, handbook and summary sheets are produced annually and provided to all staff.
Manage the sports coordinator and support code co-ordinators to ensure efficient outcomes. Development plans in place, planning for tours/tournament occurs early and that professional development is offered to coaches where possible.	<ul style="list-style-type: none"> Meet with individual co-ordinators frequently throughout the term. Ensure a procedures document for planning, fundraising and management of sports trips/tournaments is undertaken by staff involved to ensure a consistent approach. Document development plan and goals and professional development undertaken to be collated across all target sports.
Ensure co-ordinators/staff in charge of activities follow procedures which are compliant with college values and policy.	<ul style="list-style-type: none"> Staff taking sports groups away to file hardcopy RAMS/SAPS, student names and contact details with AP responsible for EOTC.
Fostering and achieving student involvement in coaching, refereeing and managing sports teams.	<ul style="list-style-type: none"> Students are given opportunities (which are to be reported on) in these roles. They are mentored, supervised and given feedback.
Support the fitness coordinators and others in running of a High-Performance programme and pre-season fitness sessions.	<ul style="list-style-type: none"> Needs are identified in a transparent process and suitable candidates are aware of the opportunity and the process of application. Quality candidates are selected and monitored through goal setting, to ensure that the scholarship is of maximum benefit to the student and the College.
Complete talent identification programmes and work with sport council and the senior management team to consider exchange/scholarship opportunities and initiatives.	

Responsibility Area Four: Management of Sports Information, Communication and Promotion	
Key Tasks	Expected Outcomes
Provide regular reports to parents and the community informing them of upcoming fixtures, celebrating results and outstanding achievements and encouraging parental and community support.	<ul style="list-style-type: none"> Parents and the community feel well informed and have opportunity to participate in providing sports opportunities. Develop sports WEBSITE(S) after consultation with key stakeholder groups. This to be an easily accessed and efficient means of communication about sport for parents and students. Co-ordinate timely and accurate records, photographs and reports for editor of the magazine.
Ensure that achievements are encouraged and recognised within the school community and beyond.	<ul style="list-style-type: none"> All sports are given due recognition in assemblies, staff briefings, communication to parents, and at awards ceremonies.

	<ul style="list-style-type: none"> • Liaise with ODT and other media to promote outstanding performances, results and activities.
Provide all necessary information to the SMT regarding sporting fixtures and draws.	<ul style="list-style-type: none"> • Ensure that SMT is kept fully informed about (1) the variety of sports and activities the College offers, (2) any and all noteworthy accomplishments and (3) about relevant issues that may arise.
Representation of the College at meetings of Regional Sports Co-ordinators and other relevant bodies.	<ul style="list-style-type: none"> • Ensure that the College's excellent sports programme is maintained and enhanced through networking, advocacy and suitable representation.
Chair the Blues Committee and other Awards Committees as may be required.	

Responsibility Area Five: Management of Resources and Facilities	
Key Tasks	Expected Outcomes
Oversight, in conjunction with Principal and the Executive Officer of the purchase and maintenance of property, gear, equipment, uniforms and facilities involved in sporting activities.	<ul style="list-style-type: none"> • Resources are provided and well maintained to support the provision of the sports programme.
Adhere to all OSH requirements through proactive checks and documentation - from equipment safety checks to sports emergency preparation to injury prevention programmes to education workshops.	<ul style="list-style-type: none"> • Full compliance with all OSH requirements and Board policies.
Allocate and manage (in consultation with the appropriate AP) the use of all College sports facilities.	<ul style="list-style-type: none"> • Set up a user-friendly and comprehensive on-line booking schedule for use by code-coordinators if necessary
Oversight of sports budget with specific responsibility for ensuring the equitable and transparent resourcing of sport within the College.	<ul style="list-style-type: none"> • Current levels of funding are identified and reviewed annually. • Sports, coaching and activities budgets are set and managed efficiently and fairly.

NB:

- The above position description will be negotiated in more detail with the successful applicant and will be reviewed annually at an appraisal meeting held in November each year.
- Professional Development needs will be considered at the annual appraisal meeting.
- Other duties and responsibilities may be included during the year, or at the annual review.