



Northcote College Job Description

Position:	Assistant Director of Sport
Responsible to:	Director of Sport
Functional Relationships:	Director of Sport, Deputy Principal, Sports Co-Ordinator, Sports Elite, Sports Coaches, Code Co-Ordinators, Teachers in Charge, Property Manager and Ground Staff, Community Sports Organisations, parents and the wider school community

Objectives:

To provide operational leadership, support and management to ensure the effective delivery, development and growth of the school's sports programme. The Assistant Director of Sport acts as a key leader within the sports department and stands ready to deputise for the Director of Sport when required.

Leadership & Programme Oversight

- Act as second-in-charge to the Director of Sport, implementing and running the daily operations required to meet the school's long-term strategic sporting goals.
- Lead and drive selected sports programmes.
- Maintain, extend and model professional skills and knowledge in the field of sport leadership.
- Stand in for the Director of Sport at senior staff, property or regional sporting body meetings as required.

Operational Administration & Event Management

- Support the Director and oversee the delivery of major school sporting events (e.g., Athletics Day, Swimming Sports and Cross Country).
- Support the planning and design of the annual Sports Prizegiving.
- Utilise departmental systems for data retention, student sports records and database integrity.
- Supervise team entry compliance and financial frameworks regarding fee collection schedules.
- Coordinate promotional plans and target specific activities to increase overall student participation.

Communication & Stakeholder Management

- Coordinate operations and logistical entry requirements with College Sport, Harbour Sport and sports organisations.
- Facilitate clear internal communication across all tiers of the sports department.
- Supervise the recording, collation and archival of sports achievements, results and historically significant student data.

Resource & Personnel Management

- Coordinate the recruitment, vetting and onboarding of external coaches and team managers, while providing operational support to school Teachers in Charge (TICs).
- Provide day-to-day task operational support for the Sports Department.
- Administer the day-to-day operational spending for equipment, uniforms and events, ensuring costs align with the budget allocated by the Director.