



Northcote College Job Description

Position:	Director of Sport
Responsible to:	Deputy Principal
Functional relationships with:	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

The sport programme aims include:

- To encourage and maximise the opportunities for students to be involved in sport.
- To provide a wide range of sporting opportunities for students.
- To provide a safe and positive sporting environment.
- To encourage each student to develop his/her sporting interests, enjoyment in participation and skills level.
- To encourage coaches and managers to respond to the diverse needs and skills of their team members.
- To encourage the development of a positive self-image of players
- To promote the attitude in players of how to win with dignity and lose with grace
- To develop a culture that sport should be a positive experience for everyone and that sport is about participation and enjoyment and not winning at all costs.
- To develop a sense of appreciation for the values of teamwork, leadership, cooperation and exercise that participation in sport provides.
- Northcote College promotes sport as a means of developing physical competence and confidence in students, along with qualities such as loyalty, dignity, integrity, team spirit and diligence. Northcote College expects coaches and parent supporters to reinforce the school values. The College does not accept that the long-term confidence and skill of some team members may be sacrificed to satisfy the short-term desire to win.

The position:

- Requires the appointee to lead, manage and enhance the school's sport programmes and the people who participate in them

Leadership

Key Tasks	Expected Results
1. Formulate short and long-term goals for sport 2. Maintain and extend skills and knowledge in the field of sport 3. Contribute to the achievement of the school's values and objectives in the school's sport policy 4. Attend scheduled meetings with Deputy Principal, Sports Coordinator, Property Manager, Ground Staff, Code Coordinators and Teachers in Charge of sports codes within the school	- A vision for sport is developed and clearly articulated - Annual goals are established and regularly reviewed - A sport report is prepared annually - A 3 – 5 year development plan is prepared and translated into a yearly operational plan - Attend relevant conferences and professional development - The sport programme will clearly contribute to the schools sport policy - Consistent, coordinated approach to organisation of sport within the school programme - Regular interchange of information to enable effective ongoing planning

Administration

Key Task	Expected Results
1. Attend regular meetings of staff in charge of sports / activities 2. Coordinate Student Sports Council 3. Coordinate team entries and payment of fees 4. Attend regional sports coordinator meetings 5. Organise award ceremonies and sports prizegiving 6. Promote fair play principles in sport 7. Promote and publicise opportunities available withing the school sports programme 8. Target specific activities to increase participation 9. Organise and promote major school sporting events	- Records kept of agendas, minutes and decisions taken - Consistent, coordinated approach to organisation of sport within the school - Regular interchange of up-to-date information to enable effective ongoing planning - Group meets regularly with records kept of agendas, minutes and decisions taken - Senior students' participation in organisation of sport within the school - Students assist with organisation and running lunchtime sport - School teams entered in all relevant competitions and events - Fees required communicated and system established for collection and payment. Relevant information communicated to students and parents - Team lists established to form database of participant numbers and teams' fees communicated to accounts department - Regular contact established and maintained ASSHA and North Harbour Sport - Accurate information is received and disseminated to teachers in charge of sport and other relevant people - Student achievements (team and individuals) are recognised - Annual sports prize giving planned, organised and carried out - All coached / managers / officials suitable acknowledged at end of each season

	- Northcote College Sports Policy promoted to all participants / coaches / managers / spectators - Awards are made to deserving individuals / groups in assemblies - All students aware of what is available - A wide range of sporting activities are offered - Sport registration is well organised and promoted - View year 9 enrolment forms and use information to encourage students to participate - Survey is developed and carried out to determine student interest / enjoyment / success in individual teams and sports - Activities not currently offered are planned and developed when sufficient interest is shown (subject to resource availability) - All students are aware of planned events and have the opportunity to enter / participate - Major events are well organised and provide an enjoyable experience for all involved
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Communication:

Key Tasks	Expected Results
1. Establish effective liaison with ASSHA and North Harbour Sport 2. Ensure good communication channel within the school 3. Collect, collate and record results, achievements of school teams / students 4. Ensure good communication channel between the school and wider community 5. Prepare and annual report to the Northcote College Board	- Information received on events and programmes in the region is current and relevant - The services of the ASSHA and North Harbour Sport are available to improve the delivery of the sports programme to students - Information available to students of sport and activities offered - Up-to-date accurate information on timetabled events available to staff / students / parents - Information re: draws, results, etc passed on to teachers in charge of sports - Record maintained for all competitions and events - Results / student achievements communication in assemblies, school newsletters and magazines and if applicable to local media - Sports results available to assemblies - Game results / student achievements included in newsletters and on the school website - Contact established and maintained with local media - School sports programmes are promoted and publicised in the community - Report presented and accepted

Resource Management

Key Tasks	Expected Results
1. Provide all schools sport teams and groups with qualified support personnel 2. Implement staff appraisals 3. Maintain and monitor a high standard of student appearance and behaviours 4. Prepare sports / recreation budget 5. Establish and administer system for storage, maintenance, issue and return of school sport uniforms and equipment	- Appoint teachers in charge for major sports codes within the school - Recruit and appoint coaches and managers for all teams as required - Appraise Assistant Director and Sports Co-ordinator - Ensure students in sport teams wear the correct uniform - Team / group support personnel, parents and hosts / visitors comment positively on student appearance and behaviour - Fair play ethos and school sports policy is demonstrated and if required, reinforced - Budget allocated to sports according to established criteria - Sports budget managed efficiently and appropriate records maintained - An accurate inventory of sport uniforms and equipment is established - An accurate record of uniform and equipment distribution and return is maintained - Uniforms and equipment not returned are followed up promptly - Uniforms stored in clean, tidy condition. Equipment stored in tidy usable condition and repair, maintenance and replacement managed - School teams are appropriately attired for activity

Professional support and training:

Key Tasks	Expected Results
1. All sports personnel keep up to date professionally 2. Implement school policy for organisation and running of sport in the school 3. Develop and establish a training programme to meet the needs of coaches and officials – staff / students / parents / community volunteers (coaching coordinator, sports elite) 4. Develop and establish a system to ensure the safety of all involved in the sport programme	- Professional Development goals are set each year in line with personal needs and school goals - Guidelines are established and published for coaches, managers, players and supporters of all school sport - A coordinated training programme for coaches/managers is developed - Coaching seminars/clinics and sports workshops are provided - 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 opportunities to develop and strengthen leadership and coaching skills - Funding streams to support training are sought and accessed (North Harbour Sport) - Sports team coaches/managers are offered first aid training and provided with a first aid kit

	- Generic RAMS forms, permission slips, accident records, concussion register etc. established, made - available for use and collected as required
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Public Relations:

Key Tasks	Expected Results
1. All sports personnel will support the school's ethos 2. The school will be prompted positively through its sports programme 3. Parents and other members of the school community are informed and welcomed	- All personnel will be familiar with and practice the school's codes of behaviour - A positive school profile is promoted - Information and certificates are given to the Principal for presentation in assemblies. - Parents are informed of the sporting opportunities that exist in the school - Parents are informed of sports trials, practices, games, and other activities - The Director of Sports attends information meetings for parents when required - Parental requests are dealt with promptly and effectively

Community Involvement:

Key Tasks	Expected Results
1. Establish and maintain links with community sports clubs and agencies	- Establish partnerships with local sports clubs / organisations to access services or resources - Volunteers able to be recruited for use within the school programme

Marketing and promotion:

Key Tasks	Expected Results
1. Promote achievements of students within sport 2. Promote achievements of students within sport	- Students' achievements, team and individual are recognised - Sport results available for school assemblies - Sports results are included in school newsletter and on the school website - Regular liaison maintained with local community - Nominations for local, regional and national awards are made when relevant - Media opportunities for the school through sport are promoted