



NGA TAWA
DIOCESAN SCHOOL
ngatawa.school.nz

DIRECTOR OF SPORT

Position description.

TENURE:	Full Time, Permanent
RESPONSIBLE TO:	Principal Chair, Nga Tawa Diocesan Trust Board
FUNCTIONAL RELATIONSHIP WITH:	SMT Students Parents/Caregivers Head of Equestrian Bursar Code Coaches Physical Education Department Staff Other Staff of the School

PURPOSE OF ROLE

The Director of Sport is primarily responsible for professionally leading the strategic development, resourcing, delivery, and evaluation of a comprehensive and inclusive sports programme at Nga Tawa Diocesan School.

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	A Bachelor's Degree in Physical Education, Exercise and Sports Science, Sport Development and Management or similar.
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">▪ A sound knowledge of the theory and practical application of developing student's physical skills and thinking relating to success in sport, including strength and conditioning.▪ An understanding of motivational psychology to encourage participation and success.▪ Recognised inspiration, energy, drive and relational skills in leading and managing teams and/or departments.▪ Experience with strength and conditioning within a teenage sport programme.▪ Recognised achievement in sports coaching.▪ Experience working with various sporting codes across New Zealand and knowledge of different sporting protocols.▪ Personal achievement at representative level or higher in one or more sporting codes▪ A solution focused approach to manage and resolve issues that may involve students, staff or parents.▪ The ability to work with a culturally diverse group of students.▪ Competence and confidence in using technology to assist with administration.▪ Effective written and oral communication skills▪ Good time management and administrative skills and an ability to meet deadlines.▪ Experience with budgeting and financial management▪ An understanding of 21st century education.▪ An understanding of girls' education and the advantages of all girls' schools.▪ Demonstrated empathy with Māori students and a commitment to the principles of the Te Tiriti o Waitangi.
PERSONAL PROFESSIONAL QUALITIES	<ul style="list-style-type: none">▪ Demonstrate support of our Anglican special character and model our values of courage, respect and integrity.▪ Loyalty and ability to provide collegial support to colleagues.▪ A team player who supports colleagues to provide and maintain a positive and rewarding school environment.▪ Demonstrate inspiration and innovation in management practice and problem solving.▪ Possess an open, warm and caring manner and demonstrate empathy when dealing with a diverse range of students and adults.

- Demonstrate a commitment to ongoing professional learning.

KEY ACCOUNTABILITIES

1. Strategic Planning
2. Leading Sports and Managing Programmes
3. Managing Staff
4. Managing Resources
5. Budgeting and Financial Management
6. Project Management of Special Projects
7. Health and Safety
8. Special Character
9. Corporate Responsibility
10. Personal/Professional Development

1. STRATEGIC PLANNING

Key Tasks

Provide, in conjunction with Senior Management, appropriate professional leadership that is supportive of the school's strategic plan, general direction, policies and procedures, and vision.

Performance Indicators

Evidence of leadership and definite outcomes achieved.

2. LEADING SPORTS PROGRAMMES

Key Tasks

Implement, participate in, and take a lead role in developing programmes that support the vision of the school and the mission statement.

Performance Indicators

Appropriate sport programmes are developed and implemented.

Monitor and guide the progress of student achievement within codes; utilise a variety of means to obtain valid data and to then use this to inform team and individualised training programmes for students as required.

Team and student sports outcomes monitored and progressed.

Develop and implement the High-Performance Fitness and Strength/Skills Conditioning programme as pre-season training for all major codes.

Programmes developed and implemented.

Identify and develop talent.

Students are identified for high-performance coaching. Progress is supported and tracked.

Provide appropriate recreational physical activities for student wellbeing.

Student voice recognises physical exercise for wellbeing and a willingness to participate.

Oversee and coordinate the Duke of Edinburgh Programme, including student participation, compliance and support.	<i>Increased participation in the programme</i>
Establish appropriate and clear communication with students and their parents/caregivers.	<i>Evidence of appropriate communication.</i>
Undertake a seasonal 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 the development of sport.	<i>Twice yearly (summer and winter seasons) 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 and annual review of the Sports Department Handbook. The handbook includes, but is 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 expectations, and games times. 	<i>Current Handbook available.</i>
Attend regional Sports Coordinator meetings.	<i>Meeting attended and evidence of positive input as required.</i>
Ensure relationships with Whanganui, Manawatū and national sporting associations are collegial and conducive to the ongoing development of sport.	<i>Evidence of positive relationships.</i>
Organise and host the annual Sports Prize giving and Dinner.	<i>Event hosted successfully.</i>
Oversee the organisation of major school sporting events supported by staff as indicated 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 and Head of Athletics and Harriers) - Summer Quadrangular Exchange (with code coaches) - Winner Quadrangular Exchange (with code coaches) - Junior Pentangular Exchange (with code coaches) - Other Interschool Fixtures (with code coaches) - School Cross Country (in conjunction with Head Coach of Athletics and Harriers). 	<i>Sports events planned and successfully managed during the events.</i>
Promote school sport and physical recreation through relevant school media channels (i.e., Nga Tawa News, Facebook, The Script).	<i>Sport is positively promoted weekly as and when appropriate. Annual Script report is prepared.</i>

Liaise with Principal to develop criteria and award Sport awards including colours.

Colours appropriately awarded.

Effectively communicate practise, competition and other event details to all involved parties (external and internal) which may include:

- Complete EOTC forms
- Complete RAMS forms from specific events & organisers
- Communicate timing
- Arrange and Communicate transportation arrangements
- Communicate meal arrangements
- Inform staff if students are required to be out of the classroom outside of standard training times
- Create and display team lists for afternoon sessions and make sure students are attending their practises
- In conjunction with the PR Manager, assist with the promotion of school sports and physical recreation through relevant school media channels (i.e. Nga Tawa News, Facebook, Script)

Communication is timely and accurate.

General administration and communication:

- Book transportation
- Termly charge out to all students playing sports
- All invoices/accounts which are the responsibility of the Sports to be given to the Finance Department promptly for payment
- In conjunction with coaches, register teams and individuals for their respective sports events and tournaments
- Information current in relevant school databases (i.e. Orah and Helix)

All tasks completed in a timely and appropriate manner and school systems maintained.

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.

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

Active participation in professional development and appraised.

Line manage code coaches	<ul style="list-style-type: none"> - Meet on a regular basis – weekly sport coordination - Delegate and collaborate on tasks as appropriate - Appraise coaches based on their job descriptions 	<p><i>Collegial relationships are maintained</i></p> <p><i>Appraisal completed.</i></p> <p><i>Department goals are met.</i></p>
Advertise for, appoint, and induct coaches and managers in all areas of the Sport.	<ul style="list-style-type: none"> - Review the coaches/managers agreement annually with the Principal - Liaise with the Principal in the case of major appointments 	<p><i>Evidence of coach appointment and induction.</i></p> <p><i>Ongoing positive relationship with coaches to ensure positive student outcome.</i></p>
Meet with the Head of Sport Prefect at the beginning of the year and on a regular basis to:	<ul style="list-style-type: none"> - Determine responsibilities and tasks - Mentor and support the development of this school leader - Assist in delegations as required 	<p><i>Positive mentoring and relationships exist with Head of Sport Prefect.</i></p>
Support the Student Sports Committee.		
Select and support appropriate Heads of Sports Codes and Captains.		<p><i>Heads of Sport/Captains are selected and mentored.</i></p>

4. MANAGING RESOURCES

Key Tasks	Performance Indicators
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).	<p><i>Budget prepared for approval by Bursar and Principal and adhered to.</i></p>
Management and responsibility for the Events Centre	
<ul style="list-style-type: none"> - 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. - Maintain a clean, safe, and functional Sports environment which reflects the vision and aspirations of the school. - Liaise with cleaning and property maintenance staff as required to support this 	<p><i>Events Centre physical resources are managed and maintained appropriately.</i></p>

5. BUDGETING AND FINANCIAL MANAGEMENT

Key Tasks

Ensure annual budgets are presented to the Bursar and managed effectively. Budgets will include coaches remuneration, sports facility fees.

Performance Indicators

Recommendations to Principal.
Feedback from Bursar.
Feedback from Diocesan School Board.

6. PROJECT MANAGEMENT OF SPECIAL PROJECTS

Key Tasks

Plan and propose special projects to develop and improve the sports programmes at Nga Tawa.

Manage projects with relevant team members and report back to the Principal and Bursar.

Performance Indicators

Recommendations to Principal.
Feedback from Bursar.
Feedback from Diocesan School Board.

7. HEALTH AND SAFETY

Key Tasks

Support the school and department systems that are consistent with the Health and Safety at Work Act 2015.

Management of the Health and Safety procedures of the Sports.

- 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.
- Encourage all coaches and managers 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.

8. SPECIAL CHARACTER

Key Tasks

Support the development of the Anglican special character of the school.

Model the school values of respect, integrity, and courage.

Performance Indicators

Active participation in reflecting the Anglican tradition.

Behaviour and attitude consistent with school values.

9. 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>Represent Nga Tawa at functions.</i>
Take part in the corporate life of the School which includes; handling any concerns parents/caregivers may have regarding the progress and development of their daughter, 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 Sports departments 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.</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>
Uphold a thoroughly professional image and be an example to School personnel and members of the school community.	<i>Feedback from Principal and community.</i>
Use available opportunities to present Nga Tawa in the best possible light to members of the community.	<i>Feedback from the community.</i>

10. PERSONAL/PROFESSIONAL DEVELOPMENT

Key Tasks	Performance Indicators
Attend professional conferences and courses to maintain personal awareness of developments related to general education and developments in sport and own subject areas.	<i>Attendance at courses and conferences as required. Report on conferences and courses attended. Recommendations to Principal.</i>

SIGNARIES.

Signed:

Date:

Director of Sport

Signed:

Date:

Principal