

# Middleton Grange School

## Support Staff Position Description

<b>Position Description:</b>	<b>DIRECTOR OF SPORT</b>
<b>Employee's Name:</b>	<b>TBC</b>
<b>Hours of Work:</b>	Full Time Permanent - 4 weeks annual leave (40 hrs per week)
<b>Collective Agreement:</b>	Support Staff in Schools
<b>Position Grading:</b>	Grade 4

### Operational Relationship

- Oversight of the sports administrator

### Functional Relationships

- Regional Sports Director (School Sport Canterbury)
- Senior Leadership Team
- International College
- Curriculum Leader - Physical Education & Health
- Teachers in Charge of Codes
- Sports Coaches & Managers
- Community Sports Organisations including Regional Sports Trusts
- Parents and wider school community

### The sport and physical recreation programme aims include

- Character, Excellence, Service for the Glory of God
- Student self-development
- Enhancing the profile of sport and physical recreation at the school, within the school and community
- Increasing participation in sport and physical recreation
- Increasing the quality of student participation in sport and physical recreation
- Assisting students in gaining enjoyment from sport and physical recreation
- Delivering sport and physical recreation safely to students
- Catering for the different needs of all students

### Key objectives of the position

- To increase the participation and performance levels of students in sport and physical recreation.
- To direct and manage the school's sport and physical recreation programme by effectively providing highly skilled:
  1. Leadership
  2. Administration
  3. Communication
  4. Human and physical resource management
  5. Professional support and training
  6. Public relations
  7. Community involvement
  8. Marketing and promotion

### The position requires

- The appointee to lead, manage and enhance the school's sport and physical recreation programme and the people who participate in them
- A high level of skills of a variety of sets, detailed knowledge of sports education and young people, and proven experience in sports administration and marketing
- Close relationships and strategic alliances with a variety of community personnel and groups.

## LEADERSHIP

### Key tasks

### Expected results

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| 1. Formulate short and long term goals for sport and physical recreation                  | <ul style="list-style-type: none"><li>• A vision for sport and physical recreation is developed and clearly articulated</li><li>• Annual goals are established and regularly reviewed</li><li>• A sport and physical recreation programme review is undertaken annually</li><li>• A sport and physical recreation departmental report is prepared annually</li><li>• A 3-5 year development plan is prepared and translated into a yearly operational plan.</li></ul> |
| 2. Maintain and extend skills and knowledge in the field of sport and physical recreation | <ul style="list-style-type: none"><li>• Group meets regularly with records kept of agenda, minutes and decisions taken</li><li>• Attend conferences of sport and physical recreation leaders</li><li>• Develop a sport and physical recreation library</li><li>• The Head of Sport will be acknowledged as an industry leader.</li></ul>  |
| 3. Contribute to the achievement of the school's values objectives                        | <ul style="list-style-type: none"><li>• The sport and physical recreation programme will clearly contribute to the schools Special Character and culture.</li></ul>   |
| 4. Attend scheduled meetings with Associate Principal, and Heads of Department            | <ul style="list-style-type: none"><li>• Consistent, coordinated approach to organisation of sport and physical recreation within the school programme</li><li>• Regular interchange of information to enable effective ongoing planning.</li></ul>  |

## ADMINISTRATION

### Key tasks

### Expected results

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|--|---|
| 1. Attend regular meetings of Staff in Charge of sports/activities | <ul style="list-style-type: none"><li>• Records kept of agenda, minutes and decisions taken</li><li>• Consistent, coordinated approach to organisation of sport and physical recreation within the school</li><li>• Regular interchange of up-to-date information to enable effective ongoing planning.</li></ul>   |
| 2. Coordinate Student Sports and Physical Recreation Council       | <ul style="list-style-type: none"><li>• Group meets regularly with records kept of agenda, minutes and decisions taken</li><li>• Senior students participation in organisation of sport and physical recreation within the school</li><li>• Students assist with organisation and running of lunchtime sport and physical recreation programme.</li></ul> |
| 3. Coordinate team entries and payment of fees                     | <ul style="list-style-type: none"><li>• School teams entered in all relevant competitions and events according to participant interest</li><li>• Fees required communicated and system established for collection and payment</li><li>• Team lists established to form database of participant numbers.</li></ul>   |

4. Attend Regional Sports Coordinator meetings	<ul style="list-style-type: none"> <li>Regular contact established and maintained with RSD</li> <li>Accurate information is received and disseminated to teachers in charge of sports and other relevant people.</li> </ul>
5. Organise awards and prizegiving ceremonies	<ul style="list-style-type: none"> <li>Student achievements, team and individual, are recognised</li> <li>Sports awards ceremonies are held after each summer and winter season</li> <li>Annual sports dinner planned, organised and carried out</li> <li>All coaches/managers/officials suitably acknowledged at end of each season.</li> </ul>
6. Promote fair play principles in sport and recreation programme	<ul style="list-style-type: none"> <li>Codes of conduct for all participants are established and distributed</li> <li>Awards are made to deserving individuals/groups in assemblies.</li> </ul>
7. Promote and publicise opportunities available within the School sports and physical recreation programme	<ul style="list-style-type: none"> <li>All students, including new entrants, aware of what is available</li> <li>A wide range of sporting and physical recreational activities are offered</li> <li>Flyers, posters and informative notices are produced promoting school sport and physical recreation.</li> </ul>
8. Target specific activities to increase participation	<ul style="list-style-type: none"> <li>Sport Registration (summer and winter) are well organised and promoted</li> <li>View Year 9 enrolment forms and use information to encourage students to participate</li> <li>Survey is developed and carried out to determine student interest in individual sports and physical recreation</li> <li>Activities not currently offered are planned and developed when sufficient interest shown</li> <li>Facilities and/or equipment made available to targeted groups (eg. girls only use of weights room at set times).</li> </ul>
9. Organise and coordinate lunchtime interhouse/ interform sports and physical recreation programme	<ul style="list-style-type: none"> <li>Timetable of scheduled events is produced</li> <li>Regular organised sport is available at lunchtime to interested students</li> <li>Supervised recreational activities are provided for interested students.</li> </ul>
10. Organise and promote major school sporting events	<ul style="list-style-type: none"> <li>All students are aware of planned events and have opportunity to enter/participate</li> <li>Major events are well organised and provide enjoyable experience for all involved</li> </ul>

## COMMUNICATION

### Key tasks

### Expected results

1. Establish effective liaison with RSD	<ul style="list-style-type: none"> <li>Information received on events and programmes in the region is current and relevant</li> <li>The services of the RSD/RST are available to improve the delivery of the sports and physical recreation programme to students</li> </ul>
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| 2. Ensure good communication channel within the school                        | <ul style="list-style-type: none"> <li>• Information available to students of sport and physical recreation activities offered</li> <li>• Up-to-date, accurate information on timetabled events available to staff/students/parents</li> <li>• correspondence is copied, distributed, filed and responded to as required</li> <li>• Information re: draws, results, etc. passed on to teachers-in-charge of sports</li> <li>• Sports notice boards established and maintained.</li> </ul> |
| 3. Collect, collate and record results, achievements of school teams/students | <ul style="list-style-type: none"> <li>• Record maintained for all competitions and events</li> <li>• Results/student achievements communicated in assemblies, school newsletters and magazine, and to local media</li> <li>• Regular sports assemblies held to celebrate and publicise achievements of participants.</li> </ul>  |
| 4. Ensure good communication channel between school and wider community       | <ul style="list-style-type: none"> <li>• Game results/student achievements/news included in newsletters</li> <li>• Contact established and maintained with local media (Community and Regional newspapers, Radio)</li> <li>• School sport and physical recreation groups and programmes are promoted and publicised in the community.</li> </ul>  |
| 5. Prepare and present an Annual Report to the Board of Trustees              | <ul style="list-style-type: none"> <li>• Report presented and accepted</li> <li>• Summary of report printed and distributed to parents and wider school community.</li> </ul>   |

## HUMAN AND PHYSICAL RESOURCE MANAGEMENT

### Key tasks

### Expected results

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| 1. Provide all schools sport and physical recreation teams and groups with qualified support personnel | <ul style="list-style-type: none"> <li>• Appoint Teachers in Charge (TIC's) for major sports codes within the school</li> <li>• Recruit and appoint coaches/instructors/trainers for all teams and groups</li> <li>• Recruit and appoint managers as required</li> <li>• Recruit and assign referees and umpires as required.</li> </ul>       |
| 2. Implement staff appraisal   | <ul style="list-style-type: none"> <li>• Appraise TICs, coaches and managers.</li> </ul>   |
| 3. Maintain and monitor a high standard of student appearance and behaviours                           | <ul style="list-style-type: none"> <li>• Students in sporting/recreational activities are seen to live the school's Special Character</li> <li>• Team/group support personnel, parents and hosts/visitors comment positively on student appearance and behaviour</li> <li>• Fair play is demonstrated and, if required, reinforced.</li> </ul> |
| 4. Prepare sports/recreation budget  | <ul style="list-style-type: none"> <li>• Budget allocated to sports according to established criteria</li> <li>• Sports/recreation budget managed efficiently and appropriate records maintained.</li> </ul>   |

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| 5. Organise and coordinate system of issuing equipment for use by students at lunchtime   | <ul style="list-style-type: none"> <li>• Student monitors are selected to operate system</li> <li>• Sport and physical recreation equipment is available at lunchtime for regular use</li> <li>• Sport and physical recreation equipment is issued for use, returned and stored</li> <li>• Damaged equipment noted immediately and repair undertaken.</li> </ul>   |
| 6. Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation uniforms  | <ul style="list-style-type: none"> <li>• An accurate inventory of sport and physical recreation uniforms is established</li> <li>• An accurate record of uniform distribution and return is maintained</li> <li>• Uniforms not returned are followed-up promptly</li> <li>• Uniforms stored in clean, tidy condition</li> <li>• Repair, maintenance and replacement managed</li> <li>• School teams are appropriately attired for activity.</li> </ul> |
| 7. Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation equipment | <ul style="list-style-type: none"> <li>• An accurate inventory of sport and physical recreation equipment is established</li> <li>• An accurate record of equipment distribution and return is maintained</li> <li>• Equipment not returned is followed-up promptly</li> <li>• Equipment stored in tidy usable condition</li> <li>• Repair, maintenance and replacement managed.</li> </ul>  |

## INCREASE PARTICIPATION

### Key tasks

### Expected results

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|---|--|
| 1. Promote and publicise opportunities available within the school sports and physical recreation programme | <ul style="list-style-type: none"> <li>• All students, including new entrants, aware of what is available</li> <li>• A wide range of sport and physical recreation activities are offered</li> <li>• Flyers, posters and informative notices are produced promoting school sports and activities.</li> </ul>   |
| 2. Target specific activities to increase participation   | <ul style="list-style-type: none"> <li>• Sport and physical recreation registration days (summer and winter) are well organised and promoted</li> <li>• View Year 9 &amp; 11 enrolment forms and use information to encourage students to participate</li> <li>• Survey is developed and carried out to determine student interest in individual sports and activities.</li> </ul> |

## PROFESSIONAL SUPPORT AND TRAINING

### Key tasks

### Expected results

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| 1. All sports and physical recreation personnel keep up-to-date professionally   | <ul style="list-style-type: none"> <li>• Professional development goals are set each year in line with personal needs and school goals.</li> </ul>   |
| 2. Implement school policy for organisation and running of sport and physical recreation in the school                                 | <ul style="list-style-type: none"> <li>• Guidelines are established and published for coaches, managers, player and supporters of all school sport.</li> </ul>   |
| 3. Develop and establish a training programme to meet the needs of coaches and officials – staff/students/parents/community volunteers | <ul style="list-style-type: none"> <li>• A coordinated in-service training programme for coaches/managers/officials is established</li> <li>• Coaching seminars and sports workshops are provided</li> <li>• Relevant, trained personnel deliver seminars/clinics to coaches/managers/officials</li> </ul> |

- 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 the opportunities to develop and strengthen leadership skills
  - Funding streams to support training are sought and accessed
  - The number of trained coaches/managers for school teams increases
  - All sports team coaches are trained in sports injury prevention and provided with a first aid kit.
  - Generic RAMS forms, permission slips, accident records, etc. established, made available for use and collected as required
  - Equipment maintenance schedule established and followed.
4. Develop and establish a system to ensure the safety of all involved in the sport and physical recreation programme

## **PUBLIC RELATIONS**

### **Key tasks**

### **Expected results**

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|---|--|
| 1. All sports/physical recreation personnel will support the school's ethos                   | <ul style="list-style-type: none"> <li>• All personnel will be familiar with and practise the school's codes of behaviour.</li> </ul>  |
| 2. The school will be promoted positively through its sport and physical recreation programme | <ul style="list-style-type: none"> <li>• A positive school profile is promoted</li> <li>• Information and certificates are given to the Principal for presentation in assemblies</li> <li>• The Sport Department is established on the intranet and the internet with the site updated as required.</li> </ul>   |
| 3. Parents and other members of the school community are informed and welcomed                | <ul style="list-style-type: none"> <li>• Parents are informed of the sport and physical recreation opportunities that exist in the school</li> <li>• Parents are informed of sports trials, practices, games and other activities as organised by the sports department</li> <li>• The Head of Sport attends information meetings for parents when required</li> <li>• Parental requests are dealt with promptly and effectively.</li> </ul> |

## **COMMUNITY INVOLVEMENT**

### **Key tasks**

### **Expected results**

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|--|---|
| 1. Establish and maintain links with community sports and physical recreation clubs and agencies | <ul style="list-style-type: none"> <li>• Establish partnerships with local sports clubs and physical recreation groups to access services or resources</li> <li>• Students unable to be catered for within the school are offered opportunities to participate in local community</li> <li>• Volunteers able to be recruited for use within the school programme</li> <li>• Gain the ability for the school to access sport and/or recreational facilities not available within the school environs.</li> </ul> |
| 2. Promote school facilities and resources for use by community groups                           | <ul style="list-style-type: none"> <li>• School facilities able to be accessed for use outside of school hours</li> <li>• Hireage of school facilities maximised and income stream generated</li> <li>• Facilities are promoted to potential users and an administration system for booking, hireage costs, use, etc. is established and coordinated.</li> </ul>  |

## MARKETING AND PROMOTION

### Key tasks

### Expected results

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|--|---|
| 1. Promote achievements of students within sport and physical recreation                                   | <ul style="list-style-type: none"><li>• Students achievements, team and individual are recognised</li><li>• Regular sports assemblies are held</li><li>• Sports results and news included in school newsletter and website</li><li>• Regular liaison maintained with local community and daily newspapers</li><li>• Nominations for local, regional and national awards are made when relevant.</li></ul> |
| 2. Promote positive benefits of participation in sport and physical recreation within school and community | <ul style="list-style-type: none"><li>• Guest speakers and appropriate role models organised to present to assemblies or specific sports groups.</li></ul>  |
| 3. Promote the establishment of sports clubs within the school   | <ul style="list-style-type: none"><li>• Clubs to have a direct link with an established community club or organisation</li><li>• Community club to provide volunteer assistance with administration and coaching support</li><li>• Students provided with possible pathway school sport and physical recreation to community sport and physical recreation.</li></ul>                                     |

### Reporting Responsibilities

Direct report to the Associate Principal