



POSITION DESCRIPTION

SPORTS DIRECTOR

Responsible to: Business Manager
Deputy Principal

Date: December 2019

Position Purpose

To market and promote sport at St John's College to new students and the wider community, and to lead the delivery of the College's Sports Programme

Primary Objectives

- Market and promote sport at St John's College to the wider Hamilton and Waikato community
- Identify potential new students with sporting talent and actively promote St John's College to their parents
- Develop and lead the implementation of a strategic plan for sport
- Oversee and lead the effective delivery of the College's sports programme
- Oversee the effective delivery of an Athlete Development Programme

Functional Relationships: Senior Management team; Head of PE; Teachers in Charge; Sport Committees; Regional Sport Administrators; Contributing Schools

Key Tasks	Outcomes
Develop and implement policies and procedures for sports activities to ensure that a high level of participation and achievement are attained in this area.	<ul style="list-style-type: none">• A strategic plan for sports is developed in conjunction with the Deputy Principal.• Clear guidelines are provided for all coaches, managers and sports administrators.• Attend any player disciplinary meetings.• Mediate any issues that may come between players, parents and coaches or management.• Attend St John's College sporting fixtures either during school/term time or after hours to provide support to players, coaches and management, and to connect with parents• Attend relevant school meetings on an as required basis.• Initiate player development and coach development frameworks; trial and refine these within codes.

	<ul style="list-style-type: none"> • Represent St John's College at local, regional and national meetings as required. • Ensure that administration work is completed in a timely manner.
Ensure that sport activities have a teacher in charge, coaches and managers.	<ul style="list-style-type: none"> • Encourage staff support in managing and coaching teams. • Coordinate and assist with coach recruitment and selection. • Professional development needs are identified and coaches/managers are informed of development opportunities. • Provide leadership and guidance to coaches, managers and Committees. • Attend sports committee meetings as required and oversee the provision of support for the running of their sports.
Act as Teacher in Charge for one winter and one summer Tier 1 Code	<ul style="list-style-type: none"> • Act as TIC for these two codes entailing: • Effective liaison with Committees; • Recruitment of coaches, managers and sponsors; • Manage registration, trials and team entries; • Oversee participation and troubleshoot during the season; • Ensure subscriptions are collected and budget is well managed; • Review season and plan for next
Talent identification	<ul style="list-style-type: none"> • Attend junior sports events to identify prospective Year 9 students. • Promote St John's College and sporting scholarships to prospective families to attract and support deserving athletes. • Exchanges are formed and maintained with appropriate schools. • Assist with the coordination and running of major sporting events at the College. • Coordinate full Catholic primary sports events that St John's College is responsible for running. • Assist the PE department with the selection of Sports Institute students. • Coordinate St John's College entries into regional and/or national competitions.
Oversee and manage an effective Athlete Development Programme	<ul style="list-style-type: none"> • Prepare an evidence based framework for an Athlete Development Programme • Oversee and contribute to the delivery of ADP • Lead a selection process to identify ADP students

	<ul style="list-style-type: none"> • Market ADP effectively as a tool that supports student recruitment • Review ADP annually
Budget and Resources	<ul style="list-style-type: none"> • Ensure that annual budgets are prepared for major codes, and monitored to adequately resource each sporting activity. <p>Work with the Business Manager to:</p> <ul style="list-style-type: none"> • Ensure that there is an effective system in place to levy and collect fees from students. All fees are charged and the 'no pay, no play' policy is enforced. • Coordinate applications for grants to external organisations. • Actively develop sponsorship and scholarship opportunities to support player development, equipment purchasing and coach retention. • Oversee the purchase and management of uniforms to meet the St John's College brand and uniform guidelines.
Communication and Marketing	<p>Work with the Business Manager to</p> <ul style="list-style-type: none"> • market and promote sport at St John's College through the media, sponsorship, promotional events or marketing material. • Ensure that there is strong communication between St John's College and each of the school's sporting codes. • Oversee the St John's College Sports website and social media pages ensuring relevant sporting information, sporting results, updates are posted. Ensure that sporting codes social media pages are regularly monitored for appropriate content. • Represent St John's College at local, regional and where required national body meetings.
Staff and Volunteer Management	<ul style="list-style-type: none"> • Provide leadership, management supervision and support for the Sports Coordinator. • Provide an induction for coaches, managers and sports administrators to participate in that includes, roles and responsibilities, health and safety, sports code of conduct and police checks. Make this information readily available for those that do not attend.

Hours of Work

40 hours per week, for 52 weeks each year.
Some evening and weekend work is included in these hours.
Annual leave is expected to be taken outside term time.

Salary

To be negotiated based on skills and experience