



JOB DESCRIPTION HEAD OF SPORT SECONDARY

1. PURPOSE OF THIS POSITION

The Head of Sport Secondary involves the facilitating of all Secondary Sport related activities.

2. REPORTING RELATIONSHIPS

- Reports to _____ Principal
- Direct Report _____ Deputy Principal Secondary
- This position _____ Head of Sport Secondary
- Non-reporting relationships _____ Head of Faculty PDHPE
Dean of Curriculum Secondary
Dean of Academic Administration Secondary
Dean of Students 7-9
Dean of Students 10-12
Heads of Faculty Secondary
PDHPE Faculty
Secondary Staff

3. RESPONSIBILITIES

Demonstrated commitment to:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview
- Setting an example to students, staff and parents in matters of faith and conduct

Pastoral Care of Faculty Members

- Encourage and developing harmonious and positive staff relationships

Daily Operations associated with College Sport

- The Head of Sport Secondary is responsible for the implementation of College Sport Curriculum and College policies and procedures meeting compliance and legislative requirements
- The Head of Sport Secondary will be the first reference for teachers in the staff to support them with behaviour management associated with College Sport
- Provide pastoral care and behaviour management
- Maintain effective teacher/parent/carer communication
- Supervise lunch detention on a rotational basis

General Responsibilities

- Displaying exemplary relational skills when interacting with other schools and/or institutions

Distinctively Christian Policy Development

- Make decisions in collaboration with College Leadership in relation to policy, rationale, aims and objectives of the Sports Program as a whole in Secondary School
- Included are:
 - Biblical Worldview and how this is implemented in all aspects of sport

- Programming procedure reflective of a Christian perspective and differentiated for individual needs
- Use and care of resources

Maintenance of records

- Records and organisation of competitions
- Budget preparation and leadership
- Risk Management
- Sports Calendar
- Oversight of preparation of excursions including VTR preparations, Risk Assessments and note collection

Develop and Maintain an Effective Progression and Secure Atmosphere by:

- Support staff with procedures to assist their work
- Offer a supportive and consultative role in relation to all teachers, but in particular to new and/or inexperienced teachers of Sport
- Encourage the professional development of teachers within Sport
- Delegate responsibilities to staff, where required
- Ensure that deadlines are kept
- Develop and monitor in collaboration with the Deputy Principal Secondary and Head of PDHPE
- Ensure that the physical environment in which staff work is safe and aesthetically pleasing
- Ensure that duty of care towards student are exercised adequately
- Organise the purchase and storage of all resources
- Involvement in the process of staff allocations for the following year.

Participation in the Secondary Leadership Team

- Work as a unified team member of the leaders overseeing Sport in Secondary
- Attendance at meetings set by the Deputy Principal Secondary including Monday afternoons until 5.00pm as needed
- Liaise thoughtfully and collaboratively with other leaders on the Secondary Leadership Team.

Specific Roles and Responsibility of the Head of Sport Secondary

- The oversight of the Secondary sporting programs at TCC including:
 - i. **Organisation of College carnivals at all levels (Swimming, Cross Country, Athletics)**
 - Bookings of venues, busses, extra staff and equipment
 - Administration prior to the carnival including preparing programs, development of notes, risk assessment, staff role allocations, meeting place reminders, VTR's, communication to parents/carers, entering student athletes into higher levels of competition where necessary, coordinating the staff meeting to inform staff of the carnival, preparation of the College student rolls
 - Administration for the carnival including Meet Manager Program set up, compiling official's folders, collection of necessary equipment and First Aid, completion of marking the student rolls
 - Liaise with the carnival convenor and assist with leadership of the carnival
 - Liaise with House Captains and House Patrons to organise House meetings
 - Preparation and oversight of student training
 - ii. **Organisation for the participation in selected Gala days (Zone, State and CIS)**
 - Bookings of venues, busses, extra staff and equipment
 - Administration prior to the event including development of notes, risk assessment, VTR's, communication to parents/carers, entering student athletes into higher levels of competition where necessary, managing equipment
 - Preparation and oversight of student athlete training and selection process
 - Liaise with staff attending the gala day
 - iii. **Organisation of Year 9/10 Wednesday sport**
 - Bookings of venues, busses, extra staff and equipment
 - Administration including development of notes, risk assessment, VTR's, communication to parents/carers, entering sport options for student selection, managing equipment, collation

and allocation of choices, allocation of staff roles, development of sport rolls and maintaining student attendance records by following College Attendance Policy

- Liaise with staff and organise development opportunities
- Leadership of Wednesday sport period
- Follow up behaviour management issues occurring during sport

iv. Organisation of Tuesday Sport

- Allocation of coaching staff
- Bookings of venues, busses, extra staff and equipment
- Administration including development of notes, risk assessment, VTR's, communication to parents/carers, entering student athletes into higher levels of competition where necessary, managing equipment
- Follow up of discipline issues occurring during sport
- Facilitation of Student Accountability Booklet system
- Preparation and oversight of student athlete training and selection process
- Liaise with staff attending
- Leadership, development and coordination of allocated College responsibility for Zone sport including draws, frequent communication, meetings, trophy allocations, relationship with other Zone members

v. MACC Challenge and Toonie Plate

- Bookings of venues, busses, extra staff and equipment
- Administration including development of notes, risk assessment, VTR's, communication to parents/carers, entering sport options for student selection, managing equipment, collation and allocation of choices, allocation of staff roles, development of sport rolls and maintaining student attendance records by following College attendance policy
- Liaise with staff and organising development opportunities
- Leadership of MACC Challenge and Toonie Plate
- Follow up of behaviour management issues associated with events
- Leadership, development and coordination of allocated College responsibility for sports including draws, frequent communication, meetings, trophy allocations, relationship with staff (internal and external staff)

vi. Development of Sport Coaching Programs

- Bookings of venues, busses, extra staff and equipment
 - Administration including development of notes, risk assessment, VTR's, communication to parents/carers, entering sport options for student selection, managing equipment, collation and allocation of choices and allocation of staff roles
 - Liaise with local and NSW sporting bodies regarding clinics to encourage sport participation of students
 - Organise coaching clinics from NSW sporting organisations for developing coaching skills of staff to ensure qualified coaching standards are met.
- Develop a strategic approach and set the vision for sport
 - Organise Secondary Sports Presentation Evening
 - Develop Student Leadership in Sport
 - Oversight of the TCC House Cup including collation of house points
 - End of year proceedings including organisation of sport trophies, speech and ASCRIBE report
 - Build positive relationships with CSSA and other schools
 - Manage the resources of the Representative Sport storage shed
 - Ensure work, health and safety issues are addressed and processes are followed for students and staff
 - Ensure risk assessments for all Sport activities are noted by staff
 - Ensure all excursions, incursions and sporting activities and events are carefully planned and documents prepared
 - Liaise with property management team with regards to the setup of equipment in MPC and conditions of grounds and playing surfaces
 - Liaise with the Primary School and other surrounding schools about shared facilities
 - Attendance at CSSA, CIS and Zone meetings

- Planning, attendance and leading of staff meetings in regards to sport
- Annual CSSA Child Protection training of staff

Co - Curricular

- Involvement in collegiate activities (Staff meetings, etc) and co-curricular activities, as required
- Attend Compliance meeting as directed by the Principal

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee’s current conditions of employment and the provisions of the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement 2018-2020.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Deputy Principal Secondary).

The Line Manager (Deputy Principal Secondary) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

By signing this job description, I agree that it accurately reflects my role.

Employee name _____

Signature _____ Date _____

Line Manager _____

Signature _____ Date _____

Principal _____

Signature _____ Date _____