



## APPLICATION AND APPOINTMENT PROCEDURE

### Sports Assistant

Permanent, part-time (19 hours per term time week)

The Rangiora High School Board has a vacancy for a Sports Assistant based in our busy Sports office. Relevant experience and/or qualifications are an advantage.

Rangiora High School is an equal opportunities employer. Applications will be considered on merit regardless of disability, handicap, marital or parental status, race, religion, gender or sexual orientation.

Rangiora High School is a progressive decile 9 co-ed school of 1600 students. We are committed to PB4L including restorative practices; and culturally responsive pedagogy.

### Closing date

- Applications for this position close at noon on Monday, 4 July 2022.

### 1. Method of Application

- Applications are only accepted electronically through the School Jobs New Zealand website [schooljobs.nz](https://schooljobs.nz)
- Applicants may enclose additional curriculum vitae and other supporting material.
- A covering letter should be addressed to the Principal, Mr Bruce Kearney.
- Application material will not be returned once the appointment has been made.

### 2. Referees

- Applicants are asked to provide the names and addresses of three people who may be contacted to act as Referees.

### 3. Short-listing and Interview

- Short-listing and interviewing of applicants will occur in the week after applications close.
- Applicants invited to an interview for this position will have their travel costs reimbursed where necessary.
- Applicants wishing to bring whānau or other support to the interview may do so at their own expense and should contact Mrs Faye Wallcroft, PA to the Principal, on 03 3118888 or [faye.wallcroft@rangiorahigh.school.nz](mailto:faye.wallcroft@rangiorahigh.school.nz) in advance so that suitable arrangements can be made.

### 4. Tenure

- The appointee will be offered an employment agreement with the Rangiora High School. The appointee will be asked if they wish to become a party to the Support Staff in Schools

Collective Agreement or to be employed on an Individual Employment Agreement (which reflects the terms of the collective agreement).

**5. Salary**

- The salary offered will be in accordance with the Support Staff in Schools Collective Agreement and as appropriate to the appointee's qualifications, training and experience.

**6. Professional Learning and Development**

- All staff new to the school will take part in an induction programme and will be provided with advice and guidance through the school's professional support system.

**7. General**

- The school's Charter is available [here](#) on the school's website: [www.rangiorahigh.school.nz](http://www.rangiorahigh.school.nz)
- All staff are expected to be familiar with, and comply with, the Education Council of Aotearoa New Zealand's 'Code of Professional Responsibility and Standards for the Teaching Profession' available [here](#).

For further information or clarification, applicants are welcome to contact Mr Chris Quigley, Deputy Principal, on 03 3118888 or [chris.quigley@rangiorahigh.school.nz](mailto:chris.quigley@rangiorahigh.school.nz)



# Rangiora High School

## Te Kura Tuarua o Rangiora

*Ākonga thriving in a centre of learning excellence that acknowledges the past, and focuses on their future; connecting ākonga to community, enabling them to contribute positively as lifelong learners.*

## Sports Assistant

### Role Description

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#### Purpose of the role

The purpose of this role is to provide for the friendly and efficient administration of all sports-related activities, fixtures, trips and celebrations across the school, working as part of a collaborative team in our busy Sports Office.

#### Role description

Tenure:	Permanent part-time (term time position)
Reporting to:	Director of Sport
Remuneration:	Commensurate with training and experience

#### Role requirements

##### Personal Qualities

The person appointed to this position will:

- show a commitment to our school's values: Aspire/Wawatahia, Respect/Whakautea, Contribute/Tohaina.
- show a commitment to our school's vision to be a caring, community-based environment inspiring life-long learning.
- show a commitment to the school's ethos of students at the centre.
- show a commitment to positive student relationships.

##### Knowledge, Understanding and Skills

The person appointed to this position will be able to show an interest in, and an understanding of, wider educational issues. Additionally, the person appointed to this position will:

- have excellent oral and written communication skills.
- be a planner and thinker.
- relate effectively to parents, parents, whānau and caregivers.
- establish priorities, define tasks and see them through to completion.

- have the ability to effectively manage curriculum resources and practical equipment.
- have the required ICT skills.

### Functional Relationships with:

Director of Sport

Others Sports Assistants

Leader of Learning, Health and Physical Education

Teachers-in-Charge, Various Sports

Sports Coaches and Managers

Secondary Schools' Sports Director

Various Sports Bodies

Parents/Caregivers and other members of the public

Teaching Staff

Support Staff

Students

### Role functions

Focus Areas / Tasks	Outcomes
To work under the direction of, and with, the Director of Sport and work alongside the other Sports Assistants.	The Sports Assistant develops a good working relationship with the sports staff and the Director of Sport.
To complete a range of specific tasks.	<ul style="list-style-type: none"> <li>• The Sport Assistant is based in the Sports Office, including at student break times.</li> <li>• Assist the Director of Sport to oversee all sport within the school. This involves working under the supervision of the Director of Sport to organise transport, distribute draws, compile team lists, liaise with the Finance Assistant regarding fees and other payments, complete entries and registrations, photocopying as required, compile and update inventories, keep noticeboards up to date, liaise with media, newsletter item preparation, organise students to sit umpire exams and other tests, maintenance of first aid kits.</li> <li>• Organise the school Colours Awards and Code Prizegivings for the top achievers.</li> <li>• Organise prominent New Zealand speakers or achievers to speak at the Awards Dinner.</li> <li>• Organise the nominations for Zonta Awards.</li> <li>• Provide reports for the Principal's Board Reports, and the school magazine, newsletter and assemblies.</li> <li>• Provide opportunities for senior students to develop leadership.</li> <li>• Organise all sport photos.</li> <li>• Assist in the provision of the lunchtime inter-house Sport and Physical Activity programme.</li> <li>• Administrative tasks that are needed for the lunchtime programme are completed as directed.</li> <li>• Give encouragement, advice and help to staff allocated to Sport.</li> <li>• Share the knowledge and expertise of competent staff with new, inexperienced staff.</li> <li>• Convene and keep records of meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Allocate staff to Sport and if insufficient staff, make recommendations to the Director of Sport.</li> <li>• Work with other ancillary staff as required to complete tasks.</li> <li>• Approve letters and consent forms regarding visits, exchanges and billeting which involve New Zealand schools and schools from other countries such as Australia, Singapore, Canada and Japan.</li> <li>• Organise, order, issue, collect and supervise the storage and maintenance of equipment and uniforms</li> <li>• Encourage staff to take part in coaching courses.</li> <li>• Make staff sports booklets available for staff, coaches and managers.</li> <li>• Organise sports exchanges. Our school holds regular exchanges with other schools.</li> <li>• Inform and consult parents, coaches and managers with newsletters, letters and phone calls.</li> <li>• Actively seek outside coaches if staff unavailable and bring in experts to help our staff.</li> <li>• Provide sports training opportunities for staff, students, coaches, managers and umpires.</li> <li>• Provide sports results for the Canterbury Secondary School Sports Director.</li> <li>• Arrange meetings with Sports Coaches and Managers, both with staff and the community.</li> <li>• Liaise with community sports clubs and organisations.</li> <li>• Update the equipment database as required.</li> <li>• Ensure all payments are made.</li> </ul>
Undertakes other tasks as may be assigned by the Director of Sport from time to time.	Assigned tasks will be completed in a professional and timely manner.

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

### Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	