



**Rangitoto
College**

Job Description for the position of Director of Sport

Hours:	Permanent Full-Time Position 40 hours per week (flexibility as required), 52 weeks
Remuneration:	Support Staff in Schools Collective Agreement - Grade 6 Vehicle including a mileage allowance
Reporting lines:	Associate Principal - Sport Principal

Overview of the role

This role will provide an environment that encourages high levels of participation and supports the development of high performing students for the Rangitoto College community. To achieve this it is essential that the successful candidate has a proven record of establishing a positive team environment as they will need to realise strategic improvements through the Sports Team, Directors of Code, coaches and managers. The key components to succeed in the role are listed below.

Relationships

This position is required to communicate extensively with a range of internal and external parties. To effectively perform the duties of this position good working relationships must be maintained with the following people:

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| ➤ Rangitoto College School Board members | ➤ Sports Coordinators |
| ➤ The Senior Leadership Team | ➤ Teachers in Charge of Sport |
| ➤ The Finance Manager | ➤ Directors of Codes |
| ➤ The IT Manager | ➤ Volunteers |
| ➤ The Property Manager | ➤ Community coaches, managers and volunteers |
| ➤ Directors of Community Relations, HR and International students | ➤ National and Regional Sporting Organisations |

Key Responsibilities

The primary purpose of this position is planning and overseeing the strategic and operational direction of sport to foster both participation and high achievement. The vision for Rangitoto Sport is to drive vibrant connected sport communities with a mission to be a platform delivering opportunities for all involved.

Expected outcomes of this position include, but are not limited to:

- Appropriate strategic and annual plans are produced and implemented in a timely and effective manner
- Prepare and manage the budget and manage associated assets and student fee recovery, in collaboration with the Administration Manager - Sport (AMS)
- Increased awareness and profile of sport programmes, people and performances

- The level of student participation in all sporting codes is raised, monitored and developed
- Enhanced communication and relationships with internal and external stakeholders
- Manage targeted sport funding and commercial relationships as required
- Foster cohesive and aligned sport pathways from participation to performance with targeted sport development activities throughout
- Facilitate communication and connection within and across sport codes
- Success at regional and national levels are fostered, supported, developed and celebrated across all sporting codes
- Relationships with external organisations and businesses are identified and fostered
- Directors of Code, TICs, coaches and managers are recruited, supported and retained
- Build community/whanau support in coaching and/or management roles within teams
- Implementation of risk management and health and safety policy and processes
- Oversight and responsibility for sports team uniforms
- Oversight and management of Fitness Centre
- Other as directed by the Associate Principal (Sport) or the Principal.
- Collaborate with AMS to ensure:
 - Operational and administrative excellence in all activities delivered by the Sport office
 - High quality event planning and delivery by the Sport office
 - Excellent communication with stakeholders including website and social media channels.
 - Staff are well-managed, highly motivated, and work effectively as a team
 - An environment of high staff and student morale is created and maintained
 - A high level of customer service is provided by the Sports Department, which ensures that students, teachers, outside coaches and parents are supported and satisfied with the delivery of sport by the department
 - The sporting achievement of students and staff are publicly acknowledged in a wide range of forums
 - The effective and efficient management of all sports facilities

Key Tasks

Strategic Planning:

- To develop, implement and manage a strategic plan for sports at Rangitoto College. This plan is to ensure both goals identified by the Rangitoto College School Board, of participation and elite performance, are implemented
- To develop, implement and manage an annual plan, in accordance with, and encompassing the goals set in the strategic plan
- To conduct and report on end of season and program reviews.
- To oversee the development of all sporting codes at Rangitoto College including regular attendance at all sport committee meetings
- To have a strategic presence at sporting events and activities throughout the year
- To identify, develop and maintain effective, professional and supportive relationships with appropriate and relative organisations in the local community for the further development of Sport at Rangitoto College, including, as examples:

● Harbour Sport	● Commercial	● AUT Millennium
● College Sport	Businesses	● Regional Sport
● Contributing schools	● Local Authorities	● Clubs
- To assist with strategic planning of the College as may be required by the Principal and Associate Principal (Sport).

Student Support:

- To ensure that there is a high level of participation in sports by students at Rangitoto College.
- To ensure adequate resources and support are in place to allow Rangitoto College sports teams to perform at high levels.
- To oversee the organisation and development of the high performance programme.
- To ensure individual and student sport success is recognised and celebrated throughout the year.
- To oversee the annual school Sports Awards.
- Review of offerings based on annual feedback from students.

Directors of Code/TIC/Coach/Manager Support:

- Support school staff to ensure that there is a high level of participation in the administration and coaching of sport by staff at Rangitoto College
- To engage high quality contracted coaches in selected sports and ensure coaches are in place for sports
- To prepare and monitor budgets for the Sports department in consultation with AMS. This will include assisting Sports Coordinators and Teachers in Charge (TICs) of individual sports with budgeting and budgets.

Line Management:

To be responsible for the leadership and performance of the sports department staff and all other staff involved in sport at Rangitoto College, including:

- Undertake AMS performance appraisal and feedback
- To motivate and support staff, and identify opportunities for professional development
- Be aware of and ensure that issues and/or staff concerns are managed
- Promote and practise College values in collaboration with staff and in the nurturing of a creative, innovative and enjoyable work environment
- To ensure there are appropriate and up-to-date administrative systems in place to ensure the smooth running of the Sports department and sport in general.

Knowledge and Skills

- Proven organisational and self management
- Strong interpersonal skills (in particular, the ability to form sound, positive relationships with staff, students, parents and the community)
- Proven positive communication record, both written and verbal including public speaking
- Proven ability to take responsibility and manage, motivate, and lead a team
- Well-organised and attentive to detail

Personal Attributes

- Energetic, highly motivated and self-driven
- Flexible and reliable
- Initiative, thrive on challenges and proven experience in problem solving of complex issues
- Personable and able to relate to people at all levels
- Sensitivity to confidential issues
- Strong interpersonal skills and relationship management

Experience

- 3 years minimum experience in sport leadership is desirable
- An understanding of the school environment

Expectations

The position of Director of Sport carries with it a number of expectations including:

- Commitment to the College and to the enhancement of its tradition of excellence
- Contribution to the life of the College
- A commitment to participate in professional development and performance management programmes
- Attendance at Rangitoto College functions and support of other Rangitoto College activities
- An interest in students and a desire to see them achieve to their full potential

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of the Rangitoto College.

Remuneration

The remuneration for this position is set at a level that covers all the time the employee needs to achieve the requirements of the position. Given the nature of the work, and the way the school sporting calendar is written, hours worked in any one week may differ.

The Director of Sport is expected to be professional in determining the daily and weekly hours required at any time. It is expected that the Director of Sport will be contactable at a time suitable to coaches and parents. It is expected that the Director will strategically observe sports games. The majority of these will be outside of normal working hours.

In addition to the above expectations, most important will be the achievement of the objectives set by the Principal.

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Director of Sport (NAME)

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Date

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Principal (Greg Thornton)

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Date