



DIRECTOR OF SPORT POSITION DESCRIPTION

Position Title:	Director of Sport		
Classification:	POL 3	No. Direct Reports: 0	FTE: 1
Reports to:	Deputy Principal	Fixed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/>	

Position Expectation	Child Safety <ul style="list-style-type: none"> • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards. • Working familiarity with Child Safe requirements and expectations. • Responsible for applying the College's Child Safety and Protection Policy and procedures including being compliant with the EREA Child Safety Code of Conduct. • Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values. 	
Position Summary:	The Director of Sport overseas all matters that relate to sport at St Bernard's. includes all ACC Sport, the internal sports program, house competitions and all High-Performance Sports Academies. The Director of Sport is to drive continuous improvement in this area giving opportunity for excellence in performance and maximum participation amongst the student body. The Director of Sport will seek every opportunity to encourage participation and elevate performance.	
Position Characteristics	Significant internal/external relationships	Internal <ul style="list-style-type: none"> ▪ Principal & Deputy Principal ▪ Executive Assistant Organisation ▪ Sports Assistant ▪ Director of High Performance ▪ Teachers in Charge of Sports ▪ Key Learning Leader – Health and Physical Education External <ul style="list-style-type: none"> ▪ ACC Directors ▪ Associated Catholic Colleges staff ▪ Academies Partnership Organisations

	<p>Key Areas:</p> <ul style="list-style-type: none"> • ACC Management • Non ACC Sport Management – House Carnivals, Non ACC Sport (Thursdays) • Managing Teacher in Charge of Sports • High Performance Program • Sports Academy Programs • ACC Performance elective (Year 9/10) • Sports Staff Management • Communication and continuous improvement • Budgeting for all above
<p>Key Responsibilities and outcomes</p>	<p>ACC Management:</p> <ul style="list-style-type: none"> • Organise and conduct trials for all ACC sports • Booking venues • Organising equipment • Liaise with Team Managers/Coaches • Student Team Lists • Bookings on College Calendar • Follow up of student lists the following day with Year Level Leaders • Create and maintain school-based sport fixture on Mysbc and Synergetic • Enter teams and student names in Synergetic • Oversee ACC Rally days. • Appointment of coaches following consultation with Deputy Principal • Attendance at ACC Director of Sports meetings • Ensure student team participants behave as outlined in the ACC Code of Conduct
	<p>Non ACC Sport Management:</p> <ul style="list-style-type: none"> • Staffing • Budget • Booking venues • Create and maintain school-based lists and daily planners for sport • Enter teams and student names into Synergetic
	<p>Teachers in Charge of Sports:</p> <ul style="list-style-type: none"> • Regular meetings with teachers in charge of sports • Assist with bookings for venues and coaches for all sports • Co-ordinates trials for all ACC Sports
	<p>High Performance Program:</p> <ul style="list-style-type: none"> • Work with the Director of High Performance to allocate students to elective classes from the subject selection process • Maintain a database of all students sporting involvements
	<p>Sports Academy Program:</p> <ul style="list-style-type: none"> • Organise and facilitate each Sports Academies training sessions • Assist with booking venues and coaches for Academy sessions

	<ul style="list-style-type: none"> • Work with the Director of High Performance to organise all sessions
	ACC Performance Elective: <ul style="list-style-type: none"> • Maintain an accurate database of students selections and trials • Provide information for Subject selection and requirements to be selected into the ACC Performance elective. • Work with the College timetable to work through selections for electives • Co-ordinate training sessions and external coaches as required.
	Sports Staff Management: <ul style="list-style-type: none"> • Manage the Sports Assistant schedule and requirements during the week. • Allocate staff to ACC weekly sports, tournaments and major carnivals • Appoint casual sports coaches to assist with Sports teams as required
	Communication and continuous improvement: <ul style="list-style-type: none"> • Ensure weekly fixtures and results are communicated through various platforms • Ensure the profile of sport is communicated both internally and externally • Seek opportunity to highlight and communicate excellence in performance from students at school or representative level • Engage parental body through avenues such as sports awards evenings, Friends of sport groups •
	Supervising the annual budget for sport in the College with regard to: <ul style="list-style-type: none"> • Sports department equipment • Buses • Umpire Fees • Uniforms/appropriate clothing – Staff and students requirements • Venues • Staffing requirements – external contracts and casual sports staff
	Other duties as required by Principal & Deputy Principal.

		Strategic Planning	<ul style="list-style-type: none"> • Determine strategies, set goals, create and implement action plans, and evaluate the process and results,
	Capabilities and Behaviours	Communicate effectively	<ul style="list-style-type: none"> • Communicates clearly and effectively at all levels. • Strong written and oral communication skills. • Well-developed listening skills.

		Interpersonal skills	<ul style="list-style-type: none"> Effectively deals with others, both internally and externally in a professional manner. Ability to remain calm and composed when faced with challenging situations. Diligent in following up on matters.
		Confidentiality	<ul style="list-style-type: none"> Ability and preparedness to deal with confidential documentation and information in the strictest confidence at all times.
		Foster teamwork	<ul style="list-style-type: none"> Be able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the College effectiveness. Plan and coordinate allocated tasks to meet team objectives and share ideas about methods to improve administrative practices.
		Organisational ability	<ul style="list-style-type: none"> Demonstrates high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
		Initiative	<ul style="list-style-type: none"> Highly motivated. Ready to act without waiting for directions. Self-starting and self-disciplined.
	Knowledge and Experience	Experience within a Catholic or similar educational organisation. Excellent communication, personal and inter-personal skills Demonstrated administration and organisational skills. Coaching certification and/or sports administrative experience would be advantageous	
	Qualifications	Experience in sports administration. Qualifications or experience in working with young people First Aid Training highly regarded.	

Signature

Employee

I have read this document and fully understand all my duties and responsibilities as outlined above.

Name: _____

Signature: _____

Date: _____