



Position Description

Position:	Director of Sport
Department:	Support Staff
Responsible To:	SLT member responsible for Extra and Co-Curricular
Engagement Type:	Permanent Full Time
Supervisory Responsibilities:	Sports Coordinator(s) Sports Administrator Sports Academy Trainer (if applicable)
Functional Relationships:	<ul style="list-style-type: none">- TIC's of Sport/Coaches/Managers- Head of Learning Area, Health and Physical Education- Community Clubs/Organisations/Facilities Managers, QLDC Sport and Rec Team- Regional Sports Directors (RSD), Regional Sports Organisation (RSO), Regional Sporting Trusts (RST)- Local Primary Schools- Secondary Schools in region- Funding Providers
Purpose:	To fulfill the school's vision for sport and achieve the goals associated with the school and sports strategic plans.

Tasks and Activities

Leadership

- Deliver a long-term vision for sport at Wakatipu High School, in consultation with SLT.
- Set annual objectives for the sports programme to achieve the long-term vision/goals.
- Lead, coordinate and support the actions and focus of the Sports Department to ensure vision, strategic plan and annual goals are achieved.
- Establish and maintain programmes and pathways to achieve school strategy and goals.
- Recruit, mentor and guide/support teachers, coaches and volunteers including Sports Academy staff, ensuring the culture of each sport aligns with the school's values.
- Lead and support the development of coaching skills.
- Acknowledge and value the contribution of volunteers in sport and active recreation.
- Develop a plan for future proofing and supporting continual growth of sports development programmes and personnel.
- Oversee individual sports committees to deliver quality and enjoyable experiences in various sports (or modify this last bullet point to incorporate this).



Programme and Athlete Development

- Increase opportunities for students to participate in sport and active recreation.
- Develop programmes and pathways that allow athletes to develop and excel in their chosen sport.
- Provide opportunities for athletes to develop holistically (eg wellbeing, nutrition, time-management, goal-setting).
- Availability to attend sporting events after school/weekends, when required.

Marketing and Promotion

- Use the various media (website, Facebook, newspaper, newsletters, assemblies, etc) to ensure individual and team sporting achievements are highlighted and promoted within school and the greater Wakatipu community.
- Organise and run regular sporting assemblies and annual Blues Awards.
- Liaise with and attend club meetings, and other community support events related to sport at WHS.

Community Relationships

- Develop, enhance and maintain relationships with local and regional organisations, clubs, schools, parents and other sporting bodies.

Budget and Finance

- In consultation with SLT, strategically finance the sports department and programmes in order to achieve vision and long and short term goals. Manage the Sports Department budget in accordance with school policies and procedures.
- Oversee the various sports code budgets that sit within the school.
- Identify and develop additional revenue streams in conjunction with and under the direction of the Principal (while considering WHSF and other fundraising initiatives).

Administration

- Maintain accurate records on Kamar.
- Maintain Sporty website and payment management system.
- Ensure all sports and active recreation activities involving staff and students are conducted according to the School's Health and Safety policies.

Knowledge/Skills/Attributes

- Degree in sports management or development and/or minimum of 5 years experience in sports development or management is preferred.
- Ability to work with a range of stakeholders, including rangatahi, is essential.
- Ability to build and maintain sound, professional and effective relationships with a range of people.
- Ability to consider and solve problems in a reasoned and analytical manner.
- Reflective in nature, adaptable and agile.
- Manage competing demands calmly and maintain flow of information to stakeholders.
- Work well under pressure.
- Clear communication skills through a range of mediums.



- Ability to prioritise effectively and take account of various stakeholders' needs.
- Familiar with sport databases - e.g. Sporty, Play HQ, Friendly Manager, Rugby Xplorer, Game Day.