Wakatipu HIGH SCHOOL

Director of Sport Position Description

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:	- 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) - Secondary Schools in region - Funding Providers - School Accounts team
Purpose:	To fulfil 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.
- Have decision-making authority over the direction of the sports programme, within the school's strategic plan and the budget agreed with SLT.
- Establish and maintain programmes and pathways to achieve school strategy and goals.
- Lead the recruitment, mentoring and support of 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.

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).
- Make recommendations to SLT on investment in heads of sport and premier coaches (paid and volunteer) to support programme and athlete development.
- Availability to attend sporting events after school/weekends, when required.

Marketing and Promotion

- Develop the sports communications plan and, with the sports team, deliver it through 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, with assistance from the sports team.

Blues Awards

- Own and manage the annual Blues Awards, from planning and nominations through to the event, with assistance from the sports team.
- Plan and budget for the Blues Awards each year, and review the programme annually.

Community Relationships

- Develop, enhance and maintain relationships with local and regional organisations, clubs, schools, parents and other sporting bodies.
- Liaise with and attend club meetings, and other community support events related to sport at WHS.

Budget and Finance

- In consultation with SLT, plan and allocate the sports budget so that funding supports the vision and the long and short term goals, and review actual spending against these goals.
- Manage the Sports Department budget in accordance with school policies and procedures, including approval and sign-off of sports spending and invoices.
- Direct the spending of all sports code budgets that sit within the school. TICs spend within their agreed code budget, and purchases are approved through the Director before they are committed.
- 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.
- Manage all gym and field bookings for sports codes and teams.
- Develop and deliver systems, platforms and processes to support the growth of the school.
- Maintain sport registrations and pay-to-play payments in SchoolBridge, and monitor participation and payment status. The Accounts team follows up outstanding payments.

- 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, or able to quickly learn, the school systems used for Director workstreams, e.g. SchoolBridge, Xero, Approval Max, AGT portal.