

Role Description

Director of Sport (Years 7-12)

Role Purpose

The Director of Sport (7-12) is responsible for the management and direction of competitive and non-competitive teams and individual sport programs and opportunities for Meriden students.

As such, the Director of Sport works closely with the Head Coaches, Sport Administrators, the Coordinator of the Olympus program and the general coaches as required, as well as communicating frequently with the Principal, Head of Campus, Head of Student Wellbeing, the Director of Marketing, the HOD of Applied Science, the Dean of the Student Involvement, and the Junior School Coordinator of Sport. He/she also attends the Leadership, Management, Grounds and Property, FOMS, Colours meetings and IGSA meetings.

The long-term objective of the Director of Sport is to maintain the high standard of sport at Meriden and to propel as many programs as possible to be recognised on a national and international level.

Leadership

- Represent Meriden proudly and appropriately at all times and on all occasions
- Lead and manage the Senior School's Sport program
- Encourage and ensure participation and excellence in sport at Meriden
- Actively network with state, national and international organisations to further promote our programs and create additional opportunities for our students
- Represent and promote sport and good sportsmanship within the School and the wider community
- Develop a strategic plan and operational goals for the directions of sport and other related targeted areas
- Ensure a high standard of behaviour by players, coaches and spectators
- Be cognisant and supportive of trends in coaching, teaching and learning as related to sport and discussing these trends with the Principal and Head of Campus
- Initiate sport opportunities in-house, including inter-house opportunities
- Keep the Principal informed of IGSA changes
- Oversee the Sports budget

Management

- Work closely with the Head Coach (Performance and Development), all Head Coaches and Sport Administrators to ensure that our coaching techniques are "cutting edge"
- Oversee sport trials and other selection processes
- Oversee the forming of sport teams at all appropriate levels and pathways of the Sport
- Employ, induct, train and communicate with Sport coaches, in consultation with the Head coaches as required
- Purchase and maintain all necessary equipment
- Monitor the recording of coaches' hours, ensuring they are accurate, appropriate and paid
- Appoint IGSA convenors where necessary
- Organise appropriate first aid for Meriden sport at school
- Meet and lead the Sport captains
- Organise Senior House Sport and other in-houses sporting activities and opportunities
- Communicate effectively and in a timely fashion with all relevant stakeholders
- Oversee the sport registration process
- Fulfil all written tasks including the Year Book, the newsletters, the web page and the App
- Oversee and organise the annual school sport carnivals
- Communicate frequently with the relevant Year Coordinators, Head of Student Wellbeing and the COLL – Student Pathways regarding any individual girls with pastoral concerns

- Attend all IGSA Saturday Sport fixtures and school pathway competitions (IGSA, NSWCIS, NSW All Schools and Australian All Schools)
- Attend key school events as set by the Principal
- Undertake relevant professional development, including holding a current first aid certificate at all times

Pastoral Care

- Report urgently to the Principal any Child Protection matter
- Ensure the provision of safe sport venues for Meriden girls
- Complete all relevant risk assessments associated with school sport.

Other

- Any other duties as reasonably requested by the Principal or her delegate.

Essential Criteria

- Display initiative and a “can-do” attitude
- Be an effective communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary time lines
- Display outstanding organisation skills, ability and stamina to work in multiple environments
- Be able to communicate and motivate students in a variety of methods

Other Skills and Attributes

- A personal appearance and demeanour which represent the School in a positive way
- Clear and effective written and oral communication skills
- Effective time management skills and the ability to work independently with little direct supervision
- Excellent IT skills
- The ability to work as part of a team
- A current driver’s licence and a valid passport
- Willingness to embrace and support the Christian ethos of Meriden
- Loyalty to the School and the Principal and publicly support the School’s decisions.