

# POSITION DESCRIPTION

*Director of Sport 2020*

## **A. PREAMBLE**

All staff at Bethlehem College are expected to model a Godly lifestyle both within and beyond the School. This requires a depth of commitment to Christ, with consistent expression of the fruit of the Spirit, as well as the exercise of various gifts and talents. For all of this we depend on God and His promise to 'make all grace abound to us, so that in all things at all times, having all that we need, we may abound in every good work.' (II Corinthians 9:8) You are an integral part of the team that enable the College to fulfil its mission.

## **B. SUPPORT ROLE**

This team is committed to serving the college community in producing quality Christian Education for our students, with the view of building up Godly, servant leaders who will dare to be different for Christ's sake in tomorrow's world.

It is expected that all support will be from a Biblical perspective, as expressed in the College's Special Character and Mission Statements

## **C. GENERAL RESPONSIBILITIES**

<b>Task</b>	<b>Expected Outcomes</b>
<b>Special Character</b>	<ul style="list-style-type: none"> <li>• Has a personal relationship with Jesus, is committed to prayer and Bible study, and is a regular respected member of an evangelical Church.</li> <li>• Displays a passion for biblically-based, Christ-centred education and operates naturally from a biblical world view.</li> <li>• Instrumental in developing policies and introducing procedures, processes and practice in sport, that is consistent with the special character and the various policies of the College, including Health and Safety and well-being in the workplace.</li> <li>• The Special Character of Bethlehem College is articulated, nurtured, infused and monitored across all Sports codes, activities and events associated with the Sports Department.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Actively leads and demonstrates the Bethlehem College values.</li> <li>• Promotes a Christ-centred culture that reflects Bethlehem College values, encourages good performance, leads and manages employee behaviour and promotes efficiency and productivity, ensuring a strong commitment to serving in a manner which honours God.</li> <li>• Build a cohesive team that supports one another to achieve College co-curricular sporting outcomes.</li> <li>• A clear strategic intent for sport as a co-curricular activity is developed across the whole College and driven to successful implementation whilst retaining appropriate balance in the individual schools.</li> </ul>

	<ul style="list-style-type: none"> <li>• Systems are established that will promote, maintain and support the Sporting Codes represented within the College and their interaction with the wider sporting community.</li> <li>• Promotion of sport within the school to increase student participation and encourage families in their continued involvement with sports at Bethlehem College.</li> <li>• Ensuring students are provided with opportunities to participate in their chosen sport and review these on an annual basis.</li> <li>• Public Relations - Promote Bethlehem College Sports within the community through key stakeholder communications, upholding and endorsing the good name and reputation of Bethlehem College.</li> <li>• Cultivating and maintaining relationships and memberships with various key sporting bodies outside the school (local, regional, national). Attending meetings on a regular basis or as required.</li> <li>• Sports Staff are supported to recruit, train and build relationships with Teacher and Parent Support roles for sports codes within the College.</li> <li>• Liaison is carried out with Heads of Schools and appropriate staff to ensure sports involvement and results are promoted and celebrated regularly through appropriate communication channels (e.g. sharing at morning briefings or emails to staff as appropriate) and appropriately included and awarded in a consistent and timely manner and in the most appropriate forum (e.g. prizegiving, journals, social media etc.)</li> <li>• Conflict resolution, as required between any parties involved in sport. Ensure that this process is engaged in with care. Senior leaders, Sports Office Staff, Teacher and Parent Support roles to be kept informed as necessary.</li> <li>• Act in an appropriate manner when addressing inconsistencies with staff, students and parents with regards to our expectations of conduct and culture, in order to maintain high standards of behaviour and sportsmanship at all games, activities and events.</li> <li>• Has regular meetings with the PE Department and Teaching Faculty to develop collaboration, assisting the flow of information and ensuring a cohesive delivery of Sport across the schools.</li> <li>• Attend Sport Bay of Plenty and North Island Sports Conferences and appropriate Sporting Body/Co-ordinators meetings.</li> </ul>
<p><b>Management</b></p>	<ul style="list-style-type: none"> <li>• A fortnightly meeting with the Deputy Principal is attended.</li> <li>• Has regular individual and team meetings with Sports Staff.</li> <li>• Manage the staff working in the Sports Department, supporting and empowering them in their duties, ensuring appraisal processes are promoted and completed according to College guidelines.</li> <li>• Access and provide relevant professional development, support and training opportunities for the Sports staff, managers, coaches, officials and volunteers, as required.</li> <li>• Effectively manages the workflow and outcomes of the Sports Department.</li> <li>• Regular meetings held with those leading Sporting Codes, to oversee the organisation of, and ensure good quality opportunities for sporting involvement are being provided.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee and review the Development Officer programme on an annual basis.</li> <li>• Oversee the Sports Uniforms and ensure they meet all external Sporting Body requirements and align with the College Uniform Guidelines.</li> <li>• Oversee and manage equipment owned by Bethlehem College for the purpose of Sport.</li> <li>• Manage the allocation of the use of the College Facilities for the purpose of Sport (liaise with the BC Facilities Manager) and assist with the communication of such decisions.</li> <li>• Clear and timely communication with Head of PE, Facilities Manager and Sports Office Staff in relation to the use of sports facilities, inter-school fixtures and school based tournaments.</li> <li>• Ensuring all Bethlehem College policies and procedures are followed and adhered to in the Sports Department.</li> </ul>
<b>Sporting</b>	<ul style="list-style-type: none"> <li>• Actively engage with and support all Sporting Codes and those personnel involved (as time and resources permit) by attending regular season games, exchanges, tournaments and/or events. This will require flexibility in hours supporting attendance at weekend fixtures, tournaments etc. Is seen to be 'hands-on' in sport setting an example to staff, parents and students.</li> <li>• Lead best practice for sporting delivery at Bethlehem College by supporting Sports Staff to engage with volunteers and paid specialists where required, promoting both sporting excellence and student participation across codes.</li> <li>• Engage with Sports Captains and oversee their support by Sports Office Staff to monitor appropriate development of captains' leadership opportunities and skills.</li> <li>• Engage with Students Sports Committee. Opportunities for their involvement in wider school activities are explored and implemented.</li> <li>• Ensure that Sport is promoted and nurtured in all schools. Care is taken to ensure that International, Primary and Bethlehem College Chapman students are supported, encouraged and not overlooked.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Manage the Sports Department budget and actively oversees the Sports Code budgets, ensuring all financial transactions and reporting is carried out in a timely manner.</li> <li>• Delegate authorities for budgets and be clear about spending and parent recovery parameters (i.e. cost neutral/cost recovery model)</li> <li>• Source community funding for the benefit of the sporting community at Bethlehem College.</li> <li>• Oversee Sponsorships and ensure they are meeting the requirements and parameters set out by the College.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• An Annual Sports Plan is built and aligned to the Bethlehem College strategic goals, with the implementation of, progress and outcomes reported on regularly.</li> <li>• Regular meetings with Sports Staff are held to oversee systems for recruiting, registering and entering students for the various sports in conjunction with appropriate personnel.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the administration of the Sports Teams aligns with the College requirements for student management, attendance, etc.</li> <li>• Oversee the Prize Giving Process for Sports Codes and liaise with appropriate personnel to ensure these are carried out in a timely, organised, fair and honouring fashion.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• A current NZ Teacher Certificate would be advantageous with a passion for teaching and encouraging children to reach their goals, as this role could involve teaching a PE and/or a Sports Science class if the incumbent is suitably trained, registered and qualified.</li> </ul> <p>Requirements of a teaching role will be addressed under a separate Position Description.</p>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure compliance to the College Health and Safety Policies and Procedures, including EOTC, RAMS, Medical Forms, etc.</li> <li>• Ensure training and induction occurs for parents new to coaching or managing at Bethlehem College for a sports team, activity or event.</li> <li>• Ensure all legal compliance is completed for criminal back grounds checks.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Strong organisational, time management, interpersonal and practical abilities are demonstrated.</li> <li>• A positive, 'can do' attitude and a willingness to serve is maintained.</li> <li>• Evidence of working well as a part of a team is demonstrated.</li> <li>• Developing and maintaining positive relationships.</li> <li>• Ensuring good, clear communication in a timely manner.</li> <li>• Initiative/creativity in task completion is shown within the parameters of this role.</li> <li>• Professional and modest attire as appropriate to the sports environment is worn.</li> <li>• Competence in Microsoft Office 365: Word, Excel, Outlook, OneNote, OneDrive, SharePoint and the school SMS is demonstrated.</li> <li>• Various work as required by the Principal or his delegated representative.</li> </ul>

#### **D. ACCOUNTABILITY**

For daily supervision – Deputy Principal

For employment matters – Principal

#### **HOURS OF WORK:**

40 hours per week, 52 weeks per year (i.e. a salaried position with Annual Leave as per the Support Staff in Schools Collective Agreement).

Employee: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_