

# Head of Sport | Position Description



**Position title:** Head of Sport

**Reporting to:** Deputy Head of School

## Position summary:

The Head of Sport (P-12) has the responsibility for all sport at Ascham. The Head of Sport will lead the team of Sports Administrators and Head Coaches to develop strong participation and a culture of excellence in sport. The Head of Sport will be responsible for all the planning and future growth of sport at Ascham.

## Sport Mission Statement:

Offer opportunities to harness the benefits of participation in regular physical activity within a positive, safe, and inclusive environment.

## Key Areas of Responsibility:

### Program Leadership

- Develop and maintain a clear strategic plan for the Sports Department that aligns with the School's strategic plan
- Be an inspirational and dynamic leader to build an effective team
- Manage and nurture sporting talent at all ages to achieve the objective of high performance
- Regularly attend different sporting competitions, including weekend sport. Maintain a visible presence and be accessible to parents.
- Encourage student participation and regular physical activity through involvement in the sporting program.
- Foster development of individual sports through carnivals, clinics, and interstate sporting trips.
- Attend, and assist with the organisation of sport trips (regional, interstate, or international) as required
- Ensure the delivery of a diverse, well-administered and inclusive sports and physical activity program
- Manage a well-balanced competitive and balanced program
- Promote good sportsmanship and conduct for both staff and pupils across all aspects of sport
- Oversee the continuation of the recently implemented strengths-based positive coaching culture
- Demonstrate exceptional planning, implementation, and management of the Sports program, including prioritising deadlines and delegating where appropriate
- Work collaboratively with other stakeholders within the co-curricular program
- Acknowledge and present sports awards and facilitate functions and events as necessary
- Oversee and monitor the student Sports Committee (sports captains)
- Responsible for delivery of school swimming, athletics, and cross-country carnivals
- Instil and maintain a high standard of dress and behaviour from pupils and staff at fixtures and during sports sessions

### Communication

- Communicate directly with staff, students and parents about matters concerning the sport program
- Establish and maintain positive partnerships with sporting and affiliated organisations and associations
- Maintain appropriate individual student record of participation.
- Provide weekly communication with students, parent and the wider community in relation to sports draws, results, and highlights using the website and/or E-news.
- Promote sport by communicating successes at every opportunity

### Organisational Leadership

- Coordinate regular department and individual staff meetings
- Ensure adequate cover is in place for both coaching and games sessions when coaches are absent
- Undertake staff professional reviews

- Recruit staff/coaches, interview, train and induct as required
- Ensure each Head Coach is managing his/her sport effectively
- Monitor the quality of coaching
- Represent the department at Head of Department meetings and other co-curricular and awards committees
- Monitor and appraise sports staff regarding their coaching and other responsibilities within the Sports Department.
- Ensure sports staff receive appropriate training and provide appropriate induction to new sport coaches

### **Administrative Leadership**

- Oversee and work closely with the Assistant Head of Sport and the Sports Admin team in the planning and implementation of administration of sport
- Produce and update skills development handbook for all sports
- Have overall responsibility for the Sports Budget, overseeing the management of the various individual sports budgets including equipment, venue hire and coach payroll
- Draft reports for school publications
- Working closely with the Maintenance Department to ensure the smooth running of fixture and events.

### **Compliance and Risk Management**

- Ensure all WHS aspects and injury management and recording are understood by all staff and risk assessments for activities are current
- Ensure staff are kept informed of procedures for accidents and injuries during sports sessions and fixtures.
- Maintain up-to-date knowledge of students with significant health risks and ensure that coaches and managers are aware of students needs
- Ensure that all sports equipment is organised, stored, and maintained appropriately
- Review and development of policies and procedures associated with sports program

### **Essential Criteria**

- Tertiary Qualification (Education or Sport)
- Demonstrates effective communication and interpersonal skills, with an ability to communicate effectively with people at all levels, including students, parents, staff, and external organisations
- Can build and manage relationships with students, parents, and staff
- Demonstrates discretion, tact and maintain appropriate confidentiality
- Is dynamic, friendly, confident, and professional
- Has strong leadership skills and can lead a team effectively.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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