



POSITION TITLE:	Head of Sport
DATED:	August 2016
REPORTS TO/Manager:	Director of Health, Sport and Exercise Sciences (HSES); and Head of Learning - HSES
Prepared by:	Head of Human Resources

St Leonard's College is looking to appoint an outstanding candidate to fill the role of Head of Sport.

This permanent full time role would commence at the start of the 2017 school year, Thursday 19 January, the new staff induction day.

POSITION PURPOSE

The Head of Sport, in consultation with the Director of HSES, is responsible for planning and evaluating the programs within ACS sport as part of the faculty, including all inter-school competitions, House and ACS carnival competitions, and the sport skills training classes. This will include developing goals and strategies for achieving success, 'sporting excellence' and 'best practice' pedagogy. The Head of Sport will also be expected to coach within the sport program. Key relationships with associations, universities, umpiring and coaching bodies are expected to be developed.

POSITION STATUS

This position is tenured for three years and has a teaching component of approximately 0.7. There is a cocurricular expectation that HSES staff coach a team for two seasons.

WORKING RELATIONSHIPS

The faculty is made up of three Section Heads

- Head of Learning – responsible for all academic programs
- Head of Sport – responsible for year 7-12 compulsory College sporting programs
- Head of Community Sport – responsible for cocurricular/non-compulsory sport programs
- Head of Sports Coaching – responsible for overseeing ACS sport coaches

DUTIES AND ESSENTIAL JOB FUNCTIONS

KEY RESPONSIBILITIES	DUTIES AND ESSENTIAL JOB FUNCTIONS
Attend and organise meetings	Attend HSES meetings to discuss and review programs across the whole faculty Align the sporting program with faculty goals and objectives Organise planning meetings for coaches Attend school and association meetings as required

<p>Develop the sport programs pertaining to the all ACS sports and also including College House carnivals. Assist in aligning the program from ELC-senior sport, including house and carnival sports.</p>	<ul style="list-style-type: none"> • Evaluate and develop up-to-date and best-practice programs in consultation with Director of HSES • Research and liaise with professional bodies eg. Sport associations, universities, to ensure and develop best-practice programs and pedagogy • Develop programs in line with Director of HSES and Head of Learning – aiming to integrate values, outcomes and strategies • Lead and organise ACS and House carnival sports by liaising with the coordinators of Athletics, Cross-country and Swimming. • Develop a sequential vertical program • Provide a consistent program across all of the sports, including training, structures and student leadership • Align programs with the LTAD model of coaching and learning, which includes developmentally appropriate activities for students
<p>Ensure the welfare of students and development of social, physical and mental attributes are appropriate</p>	<ul style="list-style-type: none"> • Organise students in to appropriate sports and ensure that they are comfortable with, and prepared for competitions • Responsible for the duty of care and welfare of students within the sporting programs – ensuring they feel safe and enjoy the experience of playing sport • Communicate with students, parents and staff to ensuring: <ul style="list-style-type: none"> • the welfare of all students • they have a positive experience from sport
<p>Assist in the development of coaches</p>	<ul style="list-style-type: none"> • Work with the Head of Sports Coaching to develop the professional learning of coaches • Be an exemplary coach with exceptional work ethic and organisational skills
<p>Assist in the recruitment and organisation of coaching staff</p>	<ul style="list-style-type: none"> • Work with the Head of Sports Coaching to thoroughly and regularly review coaching performance to identify strengths/weaknesses within the coaching group
<p>Assist with the review and evaluation of coaching performance and programs</p>	<ul style="list-style-type: none"> • Seek continual improvement, by continually evaluating the sport programs in order to work towards the most outstanding and progressive sport program • Keep up to date with current coaching programs, rules and models eg. LTAD, game sense • Evaluate the quality of ACS umpiring in competition involving St Leonard’s College
<p>Promote involvement within the school and the community</p>	<ul style="list-style-type: none"> • Assist in the development of promotional tools, including website, video and STL Link, in consultation with HSES administration staff.
<p>Lead the development of extension programs for ‘talented’ students, and, develop accelerated sport development/FMS programs for ‘lower skilled/non-competitive’ students</p>	<ul style="list-style-type: none"> • Work closely with the Director of HSES to identify ‘talented’ students, and, to integrate programs • Work with Head of Sports Coaching to develop programs to ‘extend’ students • Develop programs to ‘accelerate’ low-ability students • Liaise with external parties, such as universities, to develop and promote programs • Liaise with Head of Community Sport to develop community programs
<p>Any other tasks as deemed appropriate</p>	

OTHER FUNCTIONS AND RESPONSIBILITIES

Including but not limited to the following:

- being an excellent educator
- high level of understanding and skills relating to the development of FMS and game sense through game sense methodology
- ability to inspire and excite young people
- ability to be a role model for young people
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents, teachers and professional bodies
- excellent organisational, planning and time-management skills
- ability to seek feedback and apply it to improve coaching performance
- experience and knowledge in coach and program development
- experience and knowledge in 'accelerated' and 'talent' programs
- thorough understanding of skill acquisition from early learning to late adolescence – motor learning and motor development

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

GENERAL RESPONSIBILITIES

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- Communication – effective, helpful and positive.
- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.