



POSITION TITLE: Head of Sport

DATED: October 2018

REPORTS TO/Manager: Principal

Prepared by: Head of Human Resources

POSITION PURPOSE

The Head of Sport is responsible for planning, organising and evaluating the programs within the ACS sport program, including ACS inter-school competitions and carnivals.

The role also includes

- responsibility for overseeing all aspects of sport coaching
- organisation and involvement in College House competitions
- coaching in sport skills classes

This will include developing goals and strategies for achieving success, 'sporting excellence' and 'best practice'.

Key relationships with associations, universities, umpiring and coaching bodies are expected to be developed.

POSITION STATUS

This permanent full time role would suit a person qualified in sports management with experience and interest in school sport and coaching.

The role would include six weeks' annual leave to be taken within each year at suitable times in College deemed term breaks.

WORKING RELATIONSHIPS

The faculty, Health, Sport and Exercise Sciences (HSES) is made up of the following, along with teaching staff, casual sport coaches and administration

- Head of Learning – responsible for all HSES academic programs
- Head of Sport – responsible for compulsory College sporting programs and sport coaching
- Head of Community Sport – responsible for cocurricular/non-compulsory sport programs

Key Roles and Responsibilities

DUTIES & ESSENTIAL JOB FUNCTIONS

KEY RESPONSIBILITIES	DUTIES AND ESSENTIAL JOB FUNCTIONS
Attend and organise meetings	<ul style="list-style-type: none"> • 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 ACS and 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 • Research and liaise with professional bodies e.g. Sport associations, universities, to ensure and develop best-practice programs and coaching pedagogy • Develop programs in line with the Head of Learning, aiming to integrate values, outcomes and strategies • Lead and organise ACS and House carnival sports by liaising the relevant staff • 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 • Responsibility 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 ensure: <ul style="list-style-type: none"> a) the welfare of all students b) they have a positive experience from sport
<p>Recruitment of coaching staff</p>	<ul style="list-style-type: none"> • In consultation with Human Resources employ suitable casual sport coaches • Ensure compliance in terms of skills and OH&S are known and adhered too
<p>Lead and develop coaches in professional learning</p>	<ul style="list-style-type: none"> • Develop the professional learning of coaches • Be an exemplary coach with exceptional work ethic and organisational skills • Thoroughly and regularly review coaching performance to identify strengths/weaknesses within the coaching group
<p>Review and evaluate coaching performance and programs</p>	<ul style="list-style-type: none"> • Seek constant 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, 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 staff in the faculty to identify ‘talented’ students, and, to integrate and 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:

- 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.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) 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.
- College Standards - all staff are expected to actively support the following standards;
 - 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.

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.