



## Role Description

<b>Position Title</b>	Director of Sport
<b>Position Level</b>	Teacher: Tier 3 Middle Management (relevant to Proficient Level); or School Officer: negotiated salary commensurate with Tier 3 MM
<b>Department</b>	Co Curricula
<b>Reporting Responsibility</b>	Director of Staff Development & Co-curricular Activities
<b>Supervisory Responsibility</b>	Sports Directors/Coordinators, Coaches of Sports, Sports Administration Assistant, Parent Support Groups and Students
<b>Employment type</b>	Middle Leader Contract – Commencing Semester One 2024
<b>Review date</b>	August 2023

### Preamble

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

### Overview

The Director of Sport is responsible for the planning, development and implementation of the School's co curricula sporting program. The Director of Sport ensures that this program is made available to all students and reflects a broad range of interests, abilities and the ethos of the school. The Director of Sport ensures the development of positive relationships with students, staff and parents and encourages active participation in the co curricula sporting program.

The Director of Sport may be a Teacher (who will be allocated release time to perform the role) or a School Officer.

The duties of the Director of Sport include the following:

#### Planning and organisation of the co curricula sports by:

- developing and articulating the mission for the School co curricula sporting program;
- managing the sporting program and minimising clashes with academic, cultural and school activities;
- organising and marketing the range of co curricula sporting opportunities to students;
- providing leadership to the students by example and encouragement and mentoring of sports captains;
- developing positive relationships with students, staff and parents and encouraging active participation in the co-curricular sporting program;

- encouraging innovation and process improvement initiatives.

**Providing effective leadership and management of staff by:**

- overseeing the duties, performance and development of co curricula sports staff;
- liaising with the Finance or Human Resources to ensure that all volunteer coaching agreements or casual/employee contracts are issued;
- ensuring all individuals engaged in co-curricular sports hold current Blue Cards or Exemption Cards as required;
- ensuring relevant induction programs, including child protection training, are completed coaches and officials;
- providing guidelines and written expectations to coaches and volunteers and effectively communicating to ensure that all individuals involved in managing co-curricular sport are informed and kept up to date with relevant school policies, practices and events;
- engaging in professional learning and facilitating opportunities, in consultation with the Director of Staff Development & Co-curricular Activities, for professional development of co-curricular sports staff.

**Providing efficient and effective management and administration systems including:**

- preparing an annual budget and managing to the approved budget effectively throughout the year;
- ensuring that all staff are aware of and implement all relevant workplace health and safety and duty of care requirements;
- ensuring the provision of appropriately equipped first aid kits or personnel to all required venues and events;
- maintaining procedures and policy guidelines for volunteers and staff involved in co curricula sports, duty of care for students, and in the management of teams and equipment;
- monitoring and reviewing the School's risk management and workplace health and safety standards for each sport;
- maintaining appropriate record-keeping procedures to ensure individual student involvement is monitored;
- maintaining procedures to ensure the payment of coaches (be it through an honorarium payment or casual wages).

**Organising and coordinating all co curricula sporting programs by:**

- organising sporting coaches and coordinators;
- overseeing selection trials and providing advice on student placements;
- ensuring that fees and subscriptions are up-to-date;
- providing current information booklets and other materials necessary to the program;
- managing bookings of facilities and transport and ensuring that training schedules and venues are coordinated appropriately;
- organising uniforms by liaising with the Uniform Shop Manager and external suppliers;
- nominating individual students to Zone, Regional, State and National competitions and providing support to selected students;
- attending sporting Association meetings;
- organising intraschool and interschool Swimming, Cross Country and Athletics Carnivals as required;
- acting as the first point-of-reference to students, parents, sports coordinators, coaches and other schools.

**Promoting and supporting the School's co curricula sport activities by:**

- guiding the work of Parent Support Groups, regularly attending Parent Support Group meetings and keeping the apprised of the endeavours and requests of the Support Groups;
- informing the Director of Staff Development & Co-curricular Activities and Leadership Team of all sporting achievements and results;
- ensuring results and outstanding achievements are recognized and rewarded at assemblies, through publications and through the School's rewards system e.g. honour pockets;

- promoting and advertising of events within the School and the wider community;
- organising intrastate, interstate and overseas sporting tours;
- attending games and events on a regular basis.

### **Qualifications and Experience**

- Qualifications and experience in sports-related activities at a management level;
- Experience in supervision of budgets and staff;
- Demonstrated knowledge in compliance, legislation, policies and procedures relating to relevant sports activities;
- Excellent communication skills and professional presentation;
- Proven ability to maintain effective relationships with students, staff, parents, alumni and external associations and other organisations.

### **Other duties as may be required from time to time.**

Given the dynamic environment in which the School operates, the Principal reserves the right to alter roles and responsibilities of this position to most effectively suit the leadership and management requirements.

### **Other information**

Additional hours worked during the week and on weekends in term time are accrued as time in lieu and taken to be utilised during school holiday periods unless otherwise determined by the Principal.

### **The Application Process**

Applications consisting of a brief covering letter, full CV and contact details of three referees should be emailed no later than midday on Monday 11 September 2023. Emails should be addressed to The Principal and forwarded to [hr@stuartholme.com](mailto:hr@stuartholme.com).

***(To expedite recruitment, especially for highly contested or specialist roles, Stuartholme School reserves the right to interview candidates and make an appointment before the closing date. In most cases, only those candidates selected for interview will be contacted.)***