



## **SACRED HEART GIRLS' COLLEGE**

### **ROLE DESCRIPTION**

### **DIRECTOR OF SPORT**

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Director of Sport is appointed by the Principal and is responsible for the provision, organisation and monitoring of sporting experiences at the College. The Director of Sport reports to the Leader of College Organisation and liaises with the Learning Leader Health and Physical Education and the Student Leadership and House Co-ordinator on matters relating to sport at the College. The Director of Sport is expected to commit to the vision and values of the College and carry out leadership that reflects the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the School Improvement Plan. The Director of Sport will provide cultural, educational, human and technical leadership.

### **ROLE RESPONSIBILITIES**

#### **CULTURAL LEADERSHIP**

- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values
- Foster a positive climate that is compatible with the College ethos and expectations
- Provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Actively and publicly advocate the value of participation in sporting activities

#### **Specific duties**

- Foster school spirit and a sense of fair play in relation to sporting pursuits
- Participate in SCSA and SEGAP networks
- Report to the Leader of College Organisation and work with the Learning Leader Health and Physical Education, and Student Leadership and House Co-ordinator in relation to the organisation of sporting activities
- Take opportunities to showcase student sporting achievements
- Develop promotional activities and displays relating to sports which highlight the physical, social and emotional benefits of participation

## **EDUCATIONAL LEADERSHIP**

- Demonstrate a commitment to achieving best practice in matters relating to sport education, particularly as it applies to girls
- Demonstrate passion, expertise and excellence in administration in the sporting arena
- Implement and/or oversee innovative, inclusive sport programs that ensure improved outcomes for every student
- Facilitate the introduction of new initiatives in the sports and activities program
- Keep abreast of emerging issues in the provision of sport

### **Specific duties**

- Oversee specific programs and policies
- Liaise with the Leader of College Organisation on the allocation of sporting supervisory roles
- Work with colleagues to ensure College expectations within sporting arenas are met
- Ensure the provision of adequate materials and resources
- Encourage student participation in sporting activities within and beyond the school
- Participate in professional learning to ensure SHGC is at the forefront of best practice in sport
- Review and evaluate SHGC sport involvement to ensure continuous improvement in the offerings and delivery

## **HUMAN LEADERSHIP**

- Demonstrate excellent interpersonal skills and the capacity for effective communication
- Demonstrate effective leadership of teams
- Encourage and build leadership capacity of staff and students
- Work in partnership with parents in the provision of sporting opportunities for their daughters
- Provide a climate conducive to professional discourse and collaboration
- Publicly acknowledge and affirm individual and team achievements

### **Specific duties**

- Work in partnership with the Learning Leader Health and Physical Education in allocation of Physical Education staff in the sporting program
- Attend Health and Physical Education Learning Area meetings to update staff regarding the sporting program
- Provide leadership and mentoring to the PE, Sport and Outdoor Education assistant
- Work with the Learning Diversity Leader to ensure the needs of all students are identified and supported through the sporting program
- Support subject teachers to fulfil their responsibilities and the College expectations with respect to sporting events
- Mentor and support student leaders
- Keep staff informed about relevant decisions and issues affecting sport
- Liaise with parents as required on matters relating to sport
- Follow OHS policies to ensure students are well supervised, trained and participate in a safe environment
- Write an annual report for the College publication Cordis
- Organise for the acknowledgment of student sporting achievements at College assemblies
- Organise for College sporting events and achievements to be included in College publications

## **TECHNICAL AND ORGANISATIONAL LEADERSHIP**

- Lead, coordinate and manage the organisation of the College Athletics and Swimming carnivals and other sporting events
- Maintain records in accordance with College policy and practices.
- Demonstrate high levels of organisational and administrative skills
- Plan, develop, organise and coordinate programs and processes relating to the provision of sport
- Liaise closely with relevant people such as the Leader of College Organisation and Extras Coordinator.

### Specific duties

- Oversee the planning, organisation and running of sporting events
- Carry out risk assessments for all activities, completing all required documentation
- Maintain records in accordance with College policy and practices
- Prepare budgets and manage relevant expenditure in consultation with the Director of Business Operations
- Oversee the maintenance of resources
- Initiate the review and update of documentation
- Circulate information, materials and resources to members of the College community
- Maintain an inventory of and maintain department resources
- Organise bus bookings, venue bookings, teacher release forms and related documentation for all relevant sporting activities
- Develop a comprehensive calendar of interschool, house and lunchtime sporting opportunities that encourage broad student participation

### Variation to Role

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

### Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

<b>Reports to</b>	Leader of College Organisation
<b>Internal Liaisons</b>	Learning Leader Health and Physical Education, Student Leadership and House Co-ordinator, Learning Diversity Leader, staff, students
<b>External Liaisons</b>	Sporting associations, venues, sports providers
<b>Conditions</b>	<p>Education Support Employee, Category B as per The Victorian Catholic Education Multi Enterprise Agreement 2018 and Sacred Heart Girls' College employment policies, with the level to be negotiated according to qualifications and experience.</p> <p>The hours of duty will be 30.4 hours per week (or as negotiated); however, it is recognised that the position may require flexible starting and finishing times or involvement outside the currently designated school hours.</p> <p>As per State Government advice the Director of Sport will be required to be triple vaccinated to work at Sacred Heart Girls' College.</p>
<b>Appointment Time</b>	Ongoing