



JOB DESCRIPTION

Sports Coordinator - Full-time (Maternity Cover)

Responsible to: Director Of Sport

Functional Relationships with: Students, coaches, managers, caregivers, suppliers, teachers, Senior Leadership Team, other members of staff and public and members of the Board of Trustees.

Hours of Work: **52-weeks (37.5 hours per week)**

Annual Term of Engagement: Maternity Cover - Fixed Term (Jan 2019 to Mar 2020)

Terms of Employment: As per the Support Staff in Schools Employment Agreement 2017. The position is salary graded in the range of rates available under the Grade B.

Purpose of position: To provide sporting code administration, communication, student participation, resource management (Volunteer coaches and managers) as well as promoting, recognizing and rewarding sporting success within our school.

Key Responsibilities	Appraisal indicators
<p>Student Support Provide a positive sporting experience which fosters student engagement and pride and builds essential communication and relationship building skills. Inspire and lead students to develop their sporting abilities and to grow their skills, knowledge, values and character to enable each student to be the best they can be. Ensure confidentiality to maintain and provide a professional and safe environment for the school, pupils and caregivers.</p>	<p>Student and staff feedback report a positive experience of the Sports Department.</p> <p>Positive feedback from students, parents, teachers and the wider community with an increase in students playing sport at HVHS.</p> <p>Ensuring that students playing sport have attendance that is above 85%</p>



<p>Health and Safety Guided by school policy, ensuring all risk analysis management systems are in place for every sporting event or education outside the classroom (EOTC) trip. Identify hazards including potential mental and physical health issues or dangerous behaviour, dealing with them or reporting them in a timely manner.</p>	<p>Students' physical and safety needs are addressed so they can participate confidently in school sports, evidenced by students choosing to engage with sporting opportunities.</p> <p>Incidents of harm or potential harm are addressed promptly.</p>
<p>Communication Liaise effectively with personnel within school, community and College Sport Wellington ensuring all parties are well informed of events or opportunities to upskill within their chosen sport..</p>	<p>Student, other staff and caregiver surveys report a positive experience of the sports department.</p> <p>Improved sporting results and feedback from students, coaches, managers and staff.</p>
<p>Restorative Practice (RP) Guided by the school's Restorative Practice Handbook of working with students rather than doing it for or to for positive response and less complaints from students, parents and volunteers.</p>	<p>Student, other staff and caregiver surveys report a positive experience of college sport. Other forms of positive feedback, including from RP Coordinators, regarding student and volunteer experience of sport.</p> <p>All communications is performed in a restorative manner.</p> <p>Monitoring Code of Conduct and Code of Ethics ensuring students and volunteers represent HVHS in a positive manner at all times.</p>
<p>Management No management of other staff.</p>	

<p>Skills and Abilities</p>
<ul style="list-style-type: none"> ● Pro-active “can do” attitude and a pleasant, understanding and welcoming manner ● Leadership and community engagement Promotion ● Excellent communication, strategic planning and interpersonal skills. ● Good listener to both students and other staff ● Adaptable and flexible, trustworthy and reliable ● Team player and able to work independently ● Having empathy and patience ● Professional judgement ● Knowledge of computer programmes used by the school



- Good literacy and numeracy skills and able to work fast and efficiently
- A life-long learner and therefore a good role model for students
- A collaborative approach to teamwork across the whole school
- Ability to advocate for students
- Reflective thinking and practice - asking what could be done better/differently to overcome barriers and provide more efficient administration
- Good level of personal organisation and time management

Specific Tasks and Duties

Student Support

- Organising participation in up-skilling courses for coaches and managers
- Establish and ensure systems for storage, maintenance, the issue and return of uniforms and equipment
- Maintain and monitor a high standard of student appearance and behaviour
- Ensure all sports teams and groups have suitable personnel
- Contribute to the achievement of the school's values and goals
- Promote amongst staff, students, parents and the wider community, the benefits and value of being involved in sport and organise events to lift the profile of sport within the school
- Attend scheduled meetings
- Assist HVHS sports clubs and sports committees
- Supervise team entries, and monitor systems that collect payments of fees
- Maintain school sports database
- Promote fair play principles
- Work with the sports administration personnel to organize award ceremonies
- Liaise with appropriate persons to ensure facilities are available for scheduled practices and games

Health and Safety

- Report any hazards to the appropriate person
- Ensure the completion of any EOTC Risk Assessment and Management Plans
- Reporting injuries or calling the first aid officer promptly if required.
- Ensure the safety of all involved in the sports programme using;
 - Health and consent forms
 - Police vetting of all volunteers
 - Van driver forms for all drivers
 - Code of conduct monitoring
 - Equipment quality and safety monitoring
 - Field condition monitoring

Restorative Practice (RP)

- Be familiar with the school's Discipline Guidelines and Procedures (which includes the RP Handbook) and ways to deal with student behaviour which fosters trust and respect



- Encourage and support student self-management with regard to care of school resources, keeping of timetables and other obligations, reporting of breakdowns, mishaps and losses and consideration for others in the timely return of items.
- Participate in any mediation or conversations under the RP framework of tools

Communication

- Liaise effectively with personnel within the school, community and with CSW
- Assist with advertising weekly key games, venues and times
- Assist with the collection, collation, recording and promoting of achievements of students, teams and officials on a weekly basis
- Positively promote the school through sport
- Ensure that all parents and the community are informed and welcomed
- Implement the marketing plan to coordinate fundraising efforts for school activities, teams and events
- Communication as required with suppliers

General responsibility: To adhere to the school's policies and procedures, with particular reference to the Health and Safety Policy (Student Wellbeing), Discipline Guidelines and Procedures and the school's Privacy Policy. To be available to assist in other areas of school life from time to time as directed by those this position is responsible to.

Elements of the role	
Level of skill and knowledge	Level 1 <u>2</u> 3 4 <i>(highlight one)</i>
Degree of problem-solving ability	Level 1 2 <u>3</u> 4 <i>(highlight one)</i>
Degree of freedom to act independently	Level 1 2 <u>3</u> 4 <i>(highlight one)</i>
Degree of accountability	Level 1 <u>2</u> 3 4 <i>(highlight one)</i>
Level of supervision and/or management	Level <u>1</u> 2 3 4 <i>(highlight one)</i>

Grade: C (9-14)

Employee name: [name]

Line Manager: Jacinta Keenan

Employee Signature: _____

Date: ___ / ___ / ___

Approved by:	Craig Braun, Executive Officer
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HUTT VALLEY HIGH SCHOOL



Date Approved:	<i>June 2018</i>
Reviewed:	<i>June 2019</i>