



ST PETER'S · CAMBRIDGE

Director of Sport

(Permanent, Full-Time)

- An exciting opportunity to utilise your Sports Management expertise working within the vibrant and passionate education sector!
- Be part of our vibrant, positive and growing Sports Management Team
- Outstanding facilities located in spacious park-like grounds

We are looking for an energetic and motivated Director of Sport who will lead and manage our School's Sports Department and Academies with the aim to inspire and lead our students to develop their sporting abilities and build their skills.

You will have solid experience in Sports Management with an understanding and interest in NZ Secondary school sport and youth athlete development. The role will also require you to have experience in both managing and developing staff.

If this sounds like you and you're ready to take up a new and rewarding challenge, apply now!

Who are we?

St Peter's is one of New Zealand's leading Independent, Anglican, co-educational, day and boarding secondary schools for Years 7 to 13 students.

The ethos of the School is based on providing a holistic education for the whole person -, with values such as, Excellence, Community, Wellbeing, Special Character and Sustainability. Growing Great People!

Our campus caters for approximately 1080 day and boarding students, along with a large volume of community activity, on 100 acres of park-like grounds near Cambridge, a short drive from Hamilton City.

Applications by Application Form, covering letter, and CV, with details of three referees close at noon on Friday 11 November 2016.

For further information, please view our website for a Job Description and Application Form.

<http://www.stpeters.school.nz/school/information/Employment.aspx>

Applications to be sent to the Human Resources Manager. Email hr@stpeters.school.nz or post to Private Bag 884, Cambridge, 3450.



Job Description:

Director of Sport

ST PETER'S
CAMBRIDGE

Position Title:	Director of Sport
Reports to:	Principal
Department:	Sports Department
Tenure:	Permanent
Hours:	40 hours per week
Position review date:	October 2016

POSITION PURPOSE

The Director of Sport will lead and manage the school's Sports Department and Academies with the aim to inspire and lead our students to develop their sporting abilities and skills.

With a strong focus on driving and fostering performance and quality the Director of Sport will develop and maintain a culture of excellence in sport at St Peter's.

RELATIONSHIPS

The Director of Sport will collaborate with staff/students in the following areas:

Internal

- Principal
- Senior Leadership Team
- Sports staff and coaches
- PE Department
- Students

External

- Parents and Caregivers
- Suppliers and Contractors
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MAJOR RESPONSIBILITIES

The Director of Sport is responsible for:

- Oversee and liaise with academies on all matters, act as liaison on Academy and code committees as required.
- Manage the staff and administration within the Sports Department.
- Oversee the organisation of the convenors, coordinators, coaches and managers.
- Liaise with coordinators and convenors to develop best practice sport coaching/psychology/practice/referees.
- Oversee recruitment, induction, training and retention of coordinators, coaches and managers to ensure all sports and teams are appropriately staffed.
- Facilitate professional development opportunities for school staff and supports stakeholders.
- Set annual goals for the Department with links to support the schools strategic goals and vision.
- Propose, manage and review the budget for the Department in consultation with convenors and budget holders.
- Oversee purchase of sports equipment.
- Oversee the maintenance of sports facilities, grounds etc.
- Enhancing parental links and involvement through website information and use of parent surveys.
- Develop and manage coach recruitment and development policy.
- Foster ethos of personal best, quality and continuous improvement in all areas.
- In consultation with the Principal, oversee the sports uniform with the school shop and uniform committee.

- Ensure risk management procedures are in place for all sports tours in New Zealand and overseas.
- Oversee the management and use of all sporting facilities outside school hours.
- Consult with Business Manager on fundraising and sponsorship guidelines.
- Ensure sports information is accurate and up to date, oversee efficient web-based fixture, travel and results programme.
- Respond to and liaise with sports bodies and schools promptly and appropriately.

SAFETY AND WELLBEING RESPONSIBILITIES

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Understand the major hazards, risks, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents.
- Demonstrate a proactive approach to health and safety by challenging unsafe behaviour/attitude and providing leadership on work health and safety matters.

SKILLS AND ATTRIBUTES

- Experienced sports manager responsible to manage the professional, high quality delivery.
- Demonstrated experience in learning databases including the ability to generate reports, ability to use the internet and demonstrated skills using MS Office suite, including Word, Excel and Outlook.
- High level oral and written communication skills with a client focus.
- Strong partnering skills, coaching and motivational skills with the ability to influence and persuade across all levels.
- Ability to champion, promote change with an emphasis on continuous improvement.
- Excellent attention to detail.
- Ability to handle conflict and find suitable solutions.
- Demonstrates a rapid understanding of newly presented information.
- Demonstrated ability to exercise discretion, tact and diplomacy when dealing with confidential and sensitive issues.
- Demonstrated ability to communicate well to a diverse range of cultures and personalities.

PHYSICAL ATTRIBUTES

- Exercise a high standard of professional dress and personal presentation.
- Demonstrate an ability to perform repetitive work.

EDUCATION AND TRAINING

- Tertiary qualifications with a teaching background, Sports Management Qualification or an equivalent combination of relevant experience and/or education/training.
- An understanding of NZ Secondary School sport and youth athlete development.
- Demonstrated knowledge of budgeting experience.
- Extensive knowledge and use of Office suite of computer applications, e.g. Word, Excel.
- Knowledge or a clear capacity to develop knowledge of the independent school sector.