



HEAD OF SPORT (JK-12)

PROFESSIONAL DUTIES STATEMENT

Reports to:	Dean of School Operations and Cocurricular
Classification:	1.0 Full Time Equivalent
Term:	5 year appointment
Key Liaisons:	Director of Junior School, Director of Senior School, Dean of Student Wellbeing, Head of Health and Physical Education and Health and Physical Education Department staff

Position Purpose

The Head of Sport (JK-12) provides educational leadership within the Health and Physical Education Department and the wider School community. They are accountable to the Dean of School Operations and Cocurricular for the efficient and effective management of all cocurricular sport.

Responsibilities are to be carried out in accordance with the School ethos, values, policies, priorities and procedures and within negotiated industrial Awards and Agreements.

ESSENTIAL CRITERIA

- i) Education & Training
 - Completed successful tertiary studies in an area relevant to this position and a recognised teaching qualification
 - Be a registered teacher in Western Australia (or eligible for registration)
 - Leadership experience within an educational environment is desirable
 - Previous experience in the successful delivery of curriculum related activities in a school

- ii) Skills, Abilities and Personal Attributes
 - Proven interpersonal qualities and skills necessary for close cooperation with members of staff, parents, students and other members of the school community
 - Proven ability to work collaboratively and energetically within a dynamic organisation
 - Demonstrated excellence in the area of current and emerging educational developments in sport to enhance teaching and learning environments
 - Proven ability to encourage and promote an appreciation of sport in the school community
 - Demonstrated excellence in classroom teaching especially with regard to teaching and learning strategies
 - Proven capacity to lead, mentor and offer professional support to teachers
 - Possess self-motivation, creative endeavour and a willingness to accept responsibility
 - Be proactive/show initiative
 - Possess excellent written communication skills
 - Be committed to one's own continued self-improvement through professional learning and participation in professional association activities

- iii) Additional Requirements
 - Commitment to cocurricular life of the School
 - Commitment to upholding Anglican Christian values
 - Current Police Clearance
 - Current Working with Children Check
 - Registration with TRBWA
 - Other duties as required by the Dean of School Operations and Cocurricular

RESPONSIBILITIES & TASKS

KEY AREAS OF RESPONSIBILITY

- Classroom teaching and co-curricular sporting activities JK-12, including IGSSA & JIGSSA sport.
- Ongoing improvement of student outcomes in sport
- Fostering an appreciation of sport throughout the School
- Lead, mentor and instil in staff a commitment to learning as a lifelong process and to professional growth
- Managing the human, financial and physical resources of co-curricular sport in ways which meet the School's educational objectives
- Contributing to the development and implementation of school-wide policies, programs and procedures

SPECIFIC AREAS OF RESPONSIBILITY

Learning Environment

- Encourage participation and commitment to personal excellence in sport
- Undertake classroom teaching
- Develop a collaborative and reflective culture that values excellence and respects the individuality of learners
- Promote and demonstrate excellent teaching practice as outlined in the School's Performance Review documentation to improve student outcomes and support professional growth of staff
- Lead and mentor teachers in the Department to support and facilitate their work
- Develop and implement differentiated learning strategies and modified programs within the Department to promote high self-esteem and to cater for students' needs
- Proof-read semester reports at the Departmental level according to the St Hilda's Report checklist
- Communicate effectively with staff, students and parents

Curriculum Management

- Communicate effectively with IGSSA and JIGSSA colleagues
- Manage the development, implementation and evaluation of cocurricular sport and associated policies and programmes
- Manage all IGSSA teams and team selection
- Support all JIGSSA teams and team selection
- Manage the monitoring of individual student outcomes and the effectiveness of the various sporting programmes

- Promote and maintain awareness of current educational developments in teaching and learning in sport; disseminate information and facilitate the incorporation of new ideas

Staff Supervision

- Supervise all staff (teachers, coaches and umpires) involved in the cocurricular sporting programme, including performance management, professional development and delegation of roles and responsibilities
- Lead and facilitate a collaborative culture within the Department which is focused on improvement at the School and Departmental level, including collaborative development of teaching/learning resources
- Promote the self-esteem and morale of staff members and encourage them to work as a team
- Liaise with the Dean of School Operations and Cocurricular regarding the employment and recruitment of staff members

Strategic Planning

- Develop and implement processes for longer-term planning within the Department in accordance with school-wide strategic plans
- Contribute to school-wide planning, implementation and review

Resource Management

- Allocate cocurricular sports training and match supervision to staff within the Department in consultation with the Head of Health and Physical Education
- Manage budgeting processes and finances for cocurricular sport and liaise with the Head of Health and Physical Education
- Manage the provision and use of physical resources for the effective operation of the cocurricular sporting programme including venues, transport and fixtures
- Coordinate designated IGSSA and JIGSSA events
- Ensure that the requirements of the Occupational Health and Safety legislation are met within the department

Professional Learning

- Keep up to date with curriculum and technological innovation and resource development
- Contribute to Professional Learning programs and sustain active professional reading. Attend appropriate seminars and courses
- Maintain active involvement in professional organisations that contribute to professional learning in teaching and educational administration

Service and Teamwork

- Serve as a good ambassador of the School which includes conducting oneself in accordance with the professional standards of the School
- Take an active part in the general life of the School — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the School
- Maintain professional confidentiality concerning information about staff and/or students
- Operate as a 'team player' fully supportive of the Principal, Executive and the School

Employee Name: _____ Employee Signature: _____ Date: _____