



POSITION DESCRIPTION

Role	Head of Sport JK-12
Reports to	Director of Senior School
Department	Health & Physical Education
Key Liasons	Director of Junior School, Dean of School Operations & Cocurricular, Head of Health & Physical Education, Head of Netball, Head of Rowing, Rowing Coordinator, Pool Operation Manager, Health & Physical Education Staff, Health & Physical Education Coordinator -JS , Coaches and Umpires

The Role

The Head of Sport (Year JK-12) leads and has operational oversight of cocurricular sport, including IGSSA and JIGGSA across the Junior and Senior Schools. This role ensures that St Hilda's maintains a vibrant, inclusive and high performing sporting program that aligns with the School's vision and values.

The Head of Sport is responsible for leading staff, managing operations, overseeing budget, and implementing the strategic development of programs, policies and culture that foster student participation, performance and wellbeing.

Qualifications & Requirements

- Relevant tertiary qualifications or equivalent
- Registration with the Teacher Registration Board of Western Australia
- Current Working with Children Check and Police Clearance

Personal Attributes

- Commitment to upholding the values of St Hilda's Anglican School for Girls
- Strong interpersonal skills and ability to engage effectively with staff, students, parents and external partners
- Highly organised with strong problem-solving and decision-making skills

Key Responsibilities

Leadership & Staff Management

- Lead, manage and support sports staff, including Health & Physical Education Staff, Health & Physical Education Coordinator – JS, Head of Netball, Head of Rowing, Rowing Coordinator and coaches.
- Support recruitment, induction, performance management and professional development of all sports staff.
- Foster a collaborative, supportive and high-performing culture across the sports department.

Operational Management

- Plan, coordinate and deliver all Senior School sporting programs and events, including Interhouse Carnivals and IGSSA competitions.
- Support Junior School sporting programs and events, including Interhouse Carnivals and JIGSSA competitions.
- Manage operational logistics such as staffing allocations, coach and umpire appointments, facility bookings, transport scheduling and risk assessments for senior school sporting programs.
- Lead and chair the Aquatic Facility Use Committee.
- Ensure compliance with School policies, child safety requirements and competition regulations.

Financial & Resource Management

- Responsible for the sports budget for Junior and Senior Schools, as well as the Netball Club and Rowing program.
- Oversee procurement, allocation and maintenance of facilities, equipment and transport to support all sporting activities.
- Monitor financial performance, ensuring efficient and effective use of resources.

Strategic Development, Policies & Risk

- Contribute to the School's strategic vision through the development and implementation of long-term sporting plans, policies and procedures.
- Identify and mitigate risks associated with sport and physical activity, ensuring safe and sustainable practices.

Communication & Engagement

- Act as the key point of contact for all sport-related communication across the School community.
- Represent the School at IGSSA & JIGSSA meetings, professional networks and external forums.
- Liaise with benefactors, including oversight of the Athlete Development Program (ADP), ensuring strong relationships and effective program delivery.
- Promote student achievement and participation in sport through school communications and events.

Teaching

- Teaching load as determined by the Director of Senior School

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment