

## ROLE DESCRIPTION

### Director of Sport

<b>POSITION</b>	Director of Sport
<b>RESPONSIBLE TO</b>	Deputy Principal Wellbeing
<b>CLASSIFICATION</b>	POL 3
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018)</li> <li>• Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Principal Deputy Principal Wellbeing
<b>ISSUE: 01</b>	<b>DATE:</b> September 2020

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The role of the Director of Sport is to lead and administer a high quality Sport Program at the College. The Director of Sport will ensure that the College maximises student participation and places Siena in a strong position for sporting excellence within GSV and the local community. The Director of Sport collaborates closely with the Head of Health and Physical Education.

#### 1. College Leadership

- 1.1. Oversee the direction of the Sport Department
- 1.2. Be the appointed 'Head Coach' to a number of sports (as determined) and oversee the work of other Head Coaches
- 1.3. Work with staff and students to encourage participation in sport and physical activity
- 1.4. Develop a program that enables high performing students to excel whilst maintaining strong levels of participation from all students
- 1.5. Embed high expectations and the pursuit of excellence in sport

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- 1.6. Work with staff and students to build team spirit and a sense of pride in the College
- 1.7. Develop authentic relationships with students, staff and parents, promoting collegiality in sport
- 1.8. Explore and promote opportunities to enhance and develop the Sports Program at Siena College
- 1.9. Promote and publicise the Sport Program both within the College and externally
- 1.10. Represent the College at Network and system level meetings and seminars with the highest degree of professionalism, including GSV meetings
- 1.11. Oversee Risk Assessments for all sports, including all major Sporting Events, Sports Carnivals, individual and team events

## 2. Leadership of Staff

- 2.1. Demonstrate excellent interpersonal skills and the capacity for effective communication
  - 2.2. Oversee the employment and management of Specialist 'Head' coaches as budgeted, ensuring full compliance with the College Child Safety policy and procedures
  - 2.3. Support and monitor individual staff in the performance of their professional responsibilities to ensure that College expectations are met and follow up with staff if concerns arise
  - 2.4. Encourage professional learning for members of the faculty
  - 2.5. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
  - 2.6. Lead and coordinate the team of staff allocated time for co-curricular sport
  - 2.7. Work collaboratively with staff to raise risk awareness and manage risks in order to comply with relevant College policies and procedures. Oversee the Volunteer Engagement process for sports coaches, volunteers and parents
  - 2.8. Oversee the induction of new sports staff and coaches in areas of policy awareness and risk management
  - 2.9. In collaboration with the Head of Health and Physical Education, manage the workload of the Administration Officer and AFL Trainee
  - 2.10. Take responsibility for ensuring compliance with occupational health and safety requirements associated with sports activities and for ensuring that staff and coaches are fully aware of duty of care responsibilities
  - 2.11. In consultation with the Director of Risk and Strategy, develop and implement sports policies and procedures including the Siena College Sports Code of Conduct for coaches, students and parents, the Sports Staff Handbook, and procedures for the use of protective equipment
  - 2.12. Assist the Principal with the recruitment of new staff in the faculty
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#### **3. Administration**

- 3.1. Oversee the Head Coaches program for each sport
- 3.2. Support Head Coaches in managing the logistics, competition training schedules and communications with parents
- 3.3. Coordinate and manage all inter school sports competitions such as GSV. This includes the facilitation of entries, venue and bus booking, staffing, overseeing team selection and monitoring team performance
- 3.4. Coordinate and manage all the administrative tasks associated with whole school sports carnivals for athletics and swimming and any others that may be implemented
- 3.5. Coordinate and manage sports tours within Australia or overseas
- 3.6. Work with the Deputy Principal Learning and Teaching, Deputy Principal Wellbeing and the College Business Manager to develop and manage the annual sport budget
- 3.7. Be involved in decisions relating to design of sports uniforms
- 3.8. Acknowledge student participation and achievements in sport through the award of certificates and colours
- 3.9. Oversee the engraving of trophies and updating of Honours Boards
- 3.10. Oversee the purchase, maintenance, storage and use of all sports equipment and sports uniforms
- 3.11. Liaise with external providers/supervisors of sports offered externally, where students participate with parental permission under the Siena College name e.g. Snowsports and Equestrian Competitions
- 3.12. Be responsible for the appointment and management of the College Sports Captains
- 3.13. Oversee the planning and conduct of the annual Celebration of Sport evening
- 3.14. Liaise with staff and coaches in the selection of students for major sports awards such as Excellence in Sport, Pierre De Coubertin and individual sports achievement awards
- 3.15. Liaise with Heads of Sports from other GSV schools to confirm weekly sporting fixtures
- 3.16. Undertake any other duties as directed by the Principal

#### **4. General accountabilities for all Staff**

- 4.1. Demonstrate duty of care to students in relation to their wellbeing
  - 4.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
  - 4.3. Adhere to the College's professional dress code for staff
  - 4.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
  - 4.5. Demonstrate professional and collegial relationships with colleagues
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- 4.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 4.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 4.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 4.9. Be familiar with and comply with all College policies and procedures

#### KEY SELECTION CRITERIA

- 1. Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in sport
- 2. Demonstrated knowledge and understanding of contemporary sporting excellence for girls
- 3. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
- 4. A commitment to the concept of a sporting community which values high participation and strong competitive success, alongside an ability to work with all members of the community to enhance sport
- 5. Demonstrated commitment to ongoing professional learning

The role description will be developed further to utilize the individual strengths and initiatives of the person appointed

The Director of Sport is appointed for a three-year period and has a time allowance of approximately 26 periods per cycle, depending on classes taken

A performance appraisal will be conducted midway through the period of tenure