

## POSITION DESCRIPTION for HEAD OF SPORT

---

<b>Position:</b>	Head of Sport
<b>Responsible to:</b>	Director of Educational Operations
<b>Tenure:</b>	3 years

---

### PRIMARY PURPOSE

The Head of Sport is responsible for the leadership, strategic management, organisation and promotion of the Sport program at Luther College. This encompasses the EISM competition, State and knock-out competitions, as well as House Carnivals. The Head of Sport at Luther College is also responsible for the Sport Administration Assistant and AFL Trainee. The Head of Sport works collaboratively with other Heads, Coordinators and staff to enhance student engagement and participation in sport throughout the college.

### ONGOING RESPONSIBILITIES

#### Strengthening Lutheran Identity

As a leader within a Christian school, the Head of Sport is expected to:

- Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff and student devotions and retreats.
- Support the Lutheran ethos of the College.

#### Enhancing Excellence in Teaching and Learning

As a leader of co-curricular learning, the Head of Sport works with the Director of Educational Operations to:

- Support staff to implement the sport program using contemporary knowledge and understanding of key skills.
- Lead the development of staff within the department and assist them to select from a flexible and effective repertoire of strategies to suit the physical, social and intellectual development and characteristics of students.
- Enhance student ownership and direction of their involvement in the sport program, ensuring that there is student voice in the direction, review and enhancement of student learning outcomes.
- Foster an encouraging and challenging learning environment that focuses on the development of the whole person.
- Model high levels of pedagogical expertise, collaboration and teamwork in the enhancement of student outcomes.

- Establish, maintain and promote a cohesive, inclusive team-based approach based on respectful dialogue, the generation of and sharing of resources for sport, and rich professional conversation.
- Collaborate with colleagues across departments to create learning opportunities that allow students to engage in authentic experiences where connections between disciplines are made.

### **Engage in Continual Improvement and Innovation**

The Head of Sport is expected to work with the Director of Educational Operations to:

- Provide an annual review and evaluation the sporting program at the College to the Principal each year identifying successes, limitations, and areas for future focus.
- Support the ongoing development and student participation in the ASPIRE Program.
- Plan and lead the Luther College Sporting Tour and continue to develop global partnerships to enhance student leadership and student experience.
- Initiate and engage in professional discussions with colleagues to evaluate and enhance professional knowledge and practice and improve educational outcomes for students.

### **Community Building**

As a leader within the College, the Head of Sport is expected to:

- Develop and maintain positive partnerships and collaboration with Lutheran Education Australia, LEVNT, Independent Schools Victoria, EISM, students, parents, carers and the wider community. This includes links and partnerships with other learning agencies, universities and professional education networks.
- Promote and value the sport program within the College and in the broader community, including the promotion of the key events and college achievements.

### **Leading Effective Organisation and Management**

The Head of Sport is expected to:

- Ensure the efficient and effective operation of the sports program across the College, including the logistics of completing relevant documentation, risk management, facility booking, staffing, transportation, house carnivals and associated communications, while being mindful of reducing disruptions to the academic learning programs of the College.
- Be responsible for the formulation, implementation and communication of sport related policies, procedures and expectations.
- Ensure all sporting activities are conducted in accordance with College Policies and with reference to the appropriate risk management requirements as required by the Department of Education and Early Childhood Development (DEECD).
- Establishes staff and resource needs and advises the Director of Educational Operations and Director of People and Culture of future staffing needs.
- Prepare the sport budget for submission and monitor sports expenditure across the year.
- Represent Luther College in working with EISM, EISM member schools and other state-based sporting competitions that Luther enters to plan, oversee and coordinate sporting events.

- Oversight and leadership of staff including the Sport Administration Assistant, AFL Trainee, sport staff and “Year 13” student supervisors.
- Monitor and oversee staff and students involved in sporting activities and reinforce college expectations such as sport attendance, uniform and behaviour expectations.
- Ensure facilities are appropriately booked and prepared appropriately through working with external venues, the Facilities Department and the Chief Operating Officer (for external groups coming to the college).
- Be responsible for the acknowledgement of excellence and effort within the Sport Department for both staff and students, including the organisation of the college’s EISM teams, trophies and nomination for the respective sport awards.

**Teaching Component:**

- In addition to the responsibilities and duties of this role, the incumbent will be required to undertake a classroom teaching component.

Other duties as required by the Principal and/or Director of Educational Operations.

**INTERNAL RELATIONSHIPS**

This role will be expected to work collaboratively with a range of staff and students across the School, in particular:

- Principal
- Director of Teaching and Learning
- Director of Student Engagement and Metrics
- Head of HPE
- Sports Coach Assistants
- Other teaching staff

**QUALIFICATIONS**

Current VIT Registration

**PERSONAL QUALITIES**

The successful candidate will exhibit the following personal qualities:

- Strong interpersonal / personal skills.
- Ability to be confidential and keep student, parent, and teacher confidentialities.
- Be proactive and well organized with strong administrative, record keeping and IT skills.
- Be a role model and positive member of the college community including being fully supportive of the college.

**SELECTION CRITERIA**

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

**SC 1.** Demonstrated ability to support the Lutheran identity and Christian ethos of the College.

**SC 2.** Knowledge and demonstrated skills in organising events which includes risk management, staffing, facility bookings, transportation and liaising with external partnerships and organisations.

- SC 3.** Demonstrated ability to grow and promote the standing of Sport within the College and the wider community.
- SC 4.** Demonstrated interpersonal expertise that fosters effective learning partnerships with students, parents and members of the wider community. This includes high levels of self-knowledge and the ability to maintain a positive, focused environment with a high standard of pastoral care. An understanding of restorative practice and the psychology of positive education will be highly regarded.

## **OUR COMMITMENT TO CHILD SAFETY**

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

## **PROFESSIONAL EXPECTATIONS**

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

## **CORE LEADERSHIP BEHAVIOURS**

The following core leadership behaviours are expected of the person within the position.

**Professional Composure:** Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

**Ethics and Values:** Demonstrates Christ-like values, role models expected behaviors, demonstrates honesty and integrity in all situations irrespective of complexity.

**Decision Quality:** Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the college's strategic aims and objectives.

**Interpersonal Expertise:** Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

**Communication:** Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the college for school-wide policy initiatives and strategic priorities.

**Organizational Agility:** Knowledgeable about the relational and operational complexity of organizations, works effectively to achieve strategic priorities and learning goals of the college, and understands how best to motivate and align teams of people to achieve these.

**Priority and Solution Focused:** Can identify what is of strategic importance and prioritizes focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organization and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

**Self-Knowledge:** Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

**Courage and Conviction:** Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalize professional situations unnecessarily.