



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Director of Sport (including Co-curricular Administration)
REPORTS TO: Principal and Vice Principal
LOCATION: Keilor East Campus

PURPOSE:

To lead a high quality, engaging secondary sports programme and oversee the coordination of the school's co-curricular programme, ensuring all students can access a broad range of activities that support student development and wellbeing.

NATURE AND SCOPE:

THE SCHOOL

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music, and Sport.

POSITION CONTEXT

The Director of Sport is senior leadership position at the school. Reporting directly to the Principal and Vice Principal, and liaising with the Heads of Sections and all leaders of co-curricular activities, the Director of Sport leads the secondary sports programme and oversees coordination of the co-curricular programme.

The school sports programme has approximately 1800 students (boys and girls) involved in a Saturday sports programme and is affiliated with the AGSV and APS

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competitions. All students are required to participate in at least two approved co-curricular activities each year, including at least one sport.

This is a full-time position, with a 0.2 teaching component.

The incumbent is expected to support the school's aims, policies and procedures and the philosophy of an independent school associated with the Uniting Church.

JOB GUIDELINES:

DIRECT RESPONSIBILITIES

The Director of Sport is expected to perform many diverse duties. The following list is not exhaustive, nor in any order of priority, but is indicative of the range and nature of the role:

- Contribute to strategic planning with the leadership team and develop and implement a plan that delivers an exceptional sports programme in line with the school's aims.
- Contribute to the development and implementation of school policies and procedures related to the sports programme and ensuring the consistent application of and adherence to all school policies and procedures.
- Effectively lead the school's sports programme, developing and implementing sound management practices, systems and processes
- Manage the sports programme calendar and ensure it is in the school calendar.
- Manage the secondary sports fixtures.
- Manage the sports programme's bus scheduling.
- Oversee all planning for sports events, presentation dinners and assemblies.
- Lead a regular review and evaluation of the sports programme and broader co-curricular activities, and establish an improvement process.
- Oversee the coordination of the School awards programme, ensuring accurate student records are available to support the Principal's allocation of School awards across all sports and co-curricular areas.
- Monitor and report on student participation and engagement within the sports and co-curricular programme and ensure accurate records are maintained. This includes liaising with the Director of Music, Director of Performing Arts and

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other co-curricular programme coordinators to ensure a consistent application of the school policy.

- Support and develop a broad range of co-curricular programmes for students to build engagement and meet the needs and abilities of all students.
- Promote cooperative relationships between parents and the school and ensure parents are aware of their rights and responsibilities in relation to the care and education of their children at PEGS.
- Promote the school and its programmes to the wider community.
- Ensure effective communication channels are in place and expectations are clearly understood by students, staff, parents, volunteers and external programme providers.
- Liaise with the Principal, Vice-Principal and Heads of Section in all appropriate matters and attend weekly Heads of Section meetings.
- Provide timely advice to the Principal about all relevant matters, including regular reports about performance against agreed goals.
- Lead and participate in various meetings, including AGSV and APS meetings and ensure appropriate representation on all relevant school and sports committees.
- Build networks with AGSV schools to identify best practices in sport.
- As a member of the leadership team, participate in and support a wide range of school activities.
- Undertake professional review processes and professional learning activities regularly in order to be alert to current professional issues and trends.
- Teach classes as required, modeling excellence in teaching practice.

Staff Management

- Lead a diverse team of permanent, contract and casual staff and volunteers and ensure the ongoing development of their skills and knowledge.
- Effectively manage the allocation of staff to coaching or team manager duties

- Manage the recruitment and selection of high-quality coaches and umpires.
- Manage the payment of coaches and umpires in liaison with Payroll and Accounts.
- Effectively manage the performance of the staff, sports program contractors and volunteers.

Finance and Administration

- Monitor and report on expenditure against the budget to the Principal and Director of Finance.
- Direct the Facilities Manager to arrange for the completion of minor works and routine maintenance of all school sports equipment, grounds, buildings and other resources.
- Liaise with external providers to ensure the sports programme and facilities operate as per agreed requirements and standards.

Health, Safety and Wellbeing

- Plan, implement and monitor systems to ensure the safety, security and general wellbeing of students, staff, parents, contractors, volunteers and visitors at school sports activities. This includes ensuring effective systems of hazard identification and risk management are in place (eg. first aid services in place for all sports events; regular reviews of sports policies and procedures; risk assessments are completed for all activities).
- Ensure student wellbeing is an integral part of the sports programme.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards and ensure any child safety concerns are reported immediately.
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.
- As a member of the leadership team, other school-wide duties may be allocated in a fair and reasonable manner by the Principal.

SELECTION CRITERIA

The Director of Sport will demonstrate:

- Exemplary leadership skills
 - Relevant qualifications and experience leading a school sports programme
 - A knowledge of and commitment to contemporary sports and student wellbeing
 - The ability to innovate, develop and implement sports programmes that meet students' needs
 - Exemplary interpersonal and communication skills, including the ability to build trusting and effective relationships with students, staff, parents and volunteers
 - Excellent planning and organizational skills
 - Excellent administration and coordination skills
 - A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
 - A positive and proactive approach, with the ability to engage students and staff
 - A commitment to professional learning and continuous improvement
 - Support for the values and policies of the school
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- VIT registration and national criminal record check
 - Current first aid, asthma and anaphylaxis accreditation

CONDITIONS:

Salary to be negotiated, depending on skills and experience.

CONCLUDING REMARKS

The job description should not be seen as limiting and aims to provide an overview of the position. Specific features of the job description may alter as a result of changing circumstances. The description of duties is open to review, by negotiation, by either party.