

## TE KAUWHATA COLLEGE JOB DESCRIPTION

**NAME:**

**POSITION:      SPORTS COORDINATOR**

Responsible to: Learning Area Leader – Health & PE, Principal, Executive Officer

Relating to: Sports Coaches, Community Sports Organisations including Regional Sports Trusts, Parents and wider school community, Sponsors

	Key Performance Areas	Performance Criteria / Expected Results
<b>1</b>	<b>ADMINISTRATION</b>	
	<ul style="list-style-type: none"> <li>• Chair and attend regular meetings of the Te Kauwhata College Sports Club</li> </ul>	<ul style="list-style-type: none"> <li>• Records kept of agenda, minutes and decision taken</li> <li>• Consistent, coordinated approach to organisation of sport and physical recreation within the school</li> <li>• Regular interchange of up-to-date information to enable effective ongoing planning</li> </ul>
	<ul style="list-style-type: none"> <li>• Coordinate meetings with House Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Senior students participate in organisation of sport and physical recreation within the school</li> <li>• Students assist with organisation and running of lunchtime sport and physical recreation programme</li> <li>• Liaise with House Coordinator for House competition</li> </ul>
	<ul style="list-style-type: none"> <li>• Coordinate team entries and payment of fees</li> </ul>	<ul style="list-style-type: none"> <li>• School teams entered in all relevant competitions and events according to participant interest</li> <li>• Fees required communicated and system established for collection and timely payment</li> <li>• Team lists established to form database of participant numbers</li> <li>• Police vetting of volunteer coaches and managers</li> <li>• Fill (oversee) coach and manager roles for each code</li> <li>• Complete EOTC event applications/safety management paperwork and liaise with EOTC Coordinator</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend Regional Sports Coordinator meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Regular contact established and maintained with RSD</li> <li>• Accurate information is received and disseminated to teachers in charge of sports and other relevant people</li> </ul>
	<ul style="list-style-type: none"> <li>• Prepare Sport and Physical Recreation Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Budget allocated to sport and physical recreation according to established criteria</li> <li>• Sport and physical recreation budget managed efficiently and appropriate records maintained</li> </ul>
	<ul style="list-style-type: none"> <li>• Organise Awards and Prizegiving ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>• Student achievements, team and individual, are recognised</li> <li>• Annual Sports Awards evening planned, organised and carried out</li> <li>• All coaches/managers/officials suitably acknowledged at end of each season</li> </ul>
	<ul style="list-style-type: none"> <li>• Promote Fair Play principles in sport and recreation programme</li> </ul>	<ul style="list-style-type: none"> <li>• Codes of Conduct for all participants are established and distributed</li> <li>• Awards are made to deserving individuals/groups in assemblies</li> </ul>
	<ul style="list-style-type: none"> <li>• Seek and apply for funding</li> </ul>	<ul style="list-style-type: none"> <li>• Seek funding for uniforms and/or equipment</li> </ul>

	Key Performance Areas	Performance Criteria / Expected Results
<b>2</b>	<b>COMMUNICATION</b>	
	<ul style="list-style-type: none"> <li>Establish effective liaison with RSD</li> </ul>	<ul style="list-style-type: none"> <li>Information received on events and programmes in the region is current and relevant</li> <li>The services of the RSD/RST are available to improve the delivery of the sports and physical recreation programme to students</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure good communication channel within the school</li> </ul>	<ul style="list-style-type: none"> <li>Information available to students of sport and physical recreation activities offered</li> <li>Up-to-date, accurate information on timetable events available to staff/students/parents</li> <li>Inward correspondence is copied, distributed, filed and responded to as required</li> <li>Information re draws, results, etc. passed on to teachers-in-charge of sports</li> <li>Sports Notice boards established and maintained</li> </ul>
	<ul style="list-style-type: none"> <li>Collect, collate and record results, achievements of school teams/students</li> </ul>	<ul style="list-style-type: none"> <li>Record maintained for all competitions and events</li> <li>Results/student achievements communicated in assemblies, school newsletters and magazine, on website and Facebook page, and to local media</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure good communication channel between school and wider community</li> </ul>	<ul style="list-style-type: none"> <li>Game results/student achievements/news included in newsletters, on website and Facebook page</li> <li>Contact established and maintained with local media (community and regional newspapers, radio)</li> <li>School sport and physical recreation groups and programmes are promoted and publicised in the community</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare and present an Annual Report to the Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Report presented and accepted</li> <li>Summary of report printed and distributed to parents and wider school community</li> </ul>
<b>3</b>	<b>PARTICIPATION</b>	
	<ul style="list-style-type: none"> <li>Promote and publicise opportunities available within the School sports and physical recreation programme</li> </ul>	<ul style="list-style-type: none"> <li>All students, including new entrants, aware of what is available</li> <li>A wide range of sport and physical recreation activities are offered</li> <li>Flyers, posters and informative notices are produced promoting school sports and activities</li> <li>Promoted on website</li> </ul>
	<ul style="list-style-type: none"> <li>Target specific activities to increase participation</li> </ul>	<ul style="list-style-type: none"> <li>View new enrolment forms and use information to encourage students to participate</li> <li>Survey is developed and carried out to determine student interest in sport</li> <li>Facilities and/or equipment made available to targeted groups (eg. girls only use of weights room at set times)</li> </ul>
	<ul style="list-style-type: none"> <li>Organise and coordinate lunchtime inter-house sports and physical recreation programme</li> </ul>	<ul style="list-style-type: none"> <li>Timetable of scheduled events is produced</li> <li>Regular organised sport is available at lunchtime to interested students</li> <li>Supervised recreational activities are provided for interested students</li> </ul>
	<ul style="list-style-type: none"> <li>Organise and promote major school sporting events</li> </ul>	<ul style="list-style-type: none"> <li>All students are aware of planned events and have opportunity to enter/participate</li> <li>Major events are well organised and provide enjoyable experience for all involved</li> <li>Coordinate with PE staff for these events</li> </ul>

	Key Performance Areas	Performance Criteria / Expected Results
<b>4</b>	<b>PROFESSIONAL SUPPORT AND TRAINING</b>	
	<ul style="list-style-type: none"> <li>Formulate and establish policy for organisation and running of sport and physical recreation in the school</li> </ul>	<ul style="list-style-type: none"> <li>Relevant School Sports and Recreation Policy is established and operated</li> <li>A plan for the delivery of sport and physical recreation in the school is developed and instituted</li> <li>Guidelines are established and published for coaches, managers, players and supporters of all school sport and physical recreation</li> </ul>
	<ul style="list-style-type: none"> <li>Develop and establish a training programme for parents/community volunteers</li> </ul>	<ul style="list-style-type: none"> <li>A coordinated in-service training programme for coaches/managers/officials is established</li> <li>Staff, students and parents are aware of the opportunities for training available to them</li> <li>Staff take the opportunities offered to increase knowledge and qualifications</li> <li>Students are provided with the opportunities to develop and strengthen leadership skills</li> <li>Funding streams to support training are sought and accessed</li> <li>Increase the number of trained coaches/managers for school teams</li> <li>All sports team coaches are trained in sports injury prevention and provided with a first aid kit</li> </ul>
	<ul style="list-style-type: none"> <li>Develop and establish a system to ensure the safety of all involved in the sport and physical recreation programme</li> </ul>	<ul style="list-style-type: none"> <li>Generic RAMS forms, permission slips, accident records, etc. established, made available for use and collected as required</li> <li>Equipment maintenance schedule established and followed.</li> </ul>
<b>5</b>	<b>RESOURCE MANAGEMENT</b>	
	<ul style="list-style-type: none"> <li>Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation uniforms</li> </ul>	<ul style="list-style-type: none"> <li>An accurate inventory of sport and physical recreation uniforms is established</li> <li>An accurate record of uniform distribution and return is maintained</li> <li>Uniforms not returned are followed-up promptly</li> <li>Uniforms stored in clean, tidy condition</li> <li>Sports Gear Room is kept clean and tidy at all times</li> <li>Repair, maintenance and replacement managed</li> <li>School teams are appropriately attired for activity</li> </ul>
	<ul style="list-style-type: none"> <li>Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation equipment</li> </ul>	<ul style="list-style-type: none"> <li>An accurate inventory of sport and physical recreation equipment is established</li> <li>An accurate record of equipment distribution and return is maintained</li> <li>Equipment not returned is followed-up promptly</li> <li>Equipment stored in tidy usable condition</li> <li>Repair, maintenance and replacement managed</li> </ul>

	Key Performance Areas	Performance Criteria / Expected Results
<b>6</b>	<b>COMMUNITY INVOLVEMENT</b>	
	<ul style="list-style-type: none"> <li>Establish and maintain links with community sports and physical recreation clubs and agencies</li> </ul>	<ul style="list-style-type: none"> <li>Establish partnerships with local sports clubs and physical recreation groups to access services or resources</li> <li>Students unable to be catered for within the school are offered opportunities to participate in local community</li> <li>Volunteers able to be recruited for use within the school programme</li> <li>Gain the ability for the school to access sport and/or recreational facilities not available within the school environs</li> </ul>
	<ul style="list-style-type: none"> <li>Develop a plan to coordinated fundraising efforts for school activities, teams and events</li> </ul>	<ul style="list-style-type: none"> <li>A coordinated approach is made to organisations with the potential to provide sponsorship funds</li> <li>Fundraising events are adequately planned and fit within an established timetable</li> </ul>
<b>7</b>	<b>PROMOTION</b>	
	<ul style="list-style-type: none"> <li>Promote achievements of students within sport and physical recreation</li> </ul>	<ul style="list-style-type: none"> <li>Students achievements, team and individual are recognised</li> <li>Regular Sports Assemblies are held</li> <li>Sports results and news included in School newsletter, on website and Facebook page</li> <li>Regular liaison maintained with local community and daily newspapers</li> <li>Nominations for local, regional and national awards are made when relevant</li> <li>Guest speakers and appropriate role models organised to present to assemblies of specific sports groups</li> </ul>
	<ul style="list-style-type: none"> <li>Promote positive benefits of participation in sport and physical recreation within school and community</li> </ul>	<ul style="list-style-type: none"> <li>Clubs to have a direct link with an established community club or organisation</li> </ul>
	<ul style="list-style-type: none"> <li>Promote the establishment of sports clubs and physical recreation groups within the school</li> </ul>	<ul style="list-style-type: none"> <li>Community club to provide volunteer assistance with administration and coaching support</li> <li>Students provided with possible pathway from school sport and physical recreation to community sport and physical recreation</li> </ul>



# **TE KAUWHATA COLLEGE**

## **PERSON SPECIFICATION**

### **SPORTS CO-ORDINATOR**

1. A commitment to the Te Kauwhata College Charter and the New Zealand Curriculum Statements and Framework.
2. Adaptability to change and a willingness to be involved in reviewing the effectiveness of methods.
3. Ability to work with others in teams, to set goals, and to contribute in committees.
4. Good ICT skills.
5. A sense of humour.
6. Willingness to develop personal skills and to keep on learning.
7. Enjoy teaching and working with young people.
8. Aged over 25 with a full driving licence in order to be able to drive the school minibus.
9. A successful police vet.