

## HEAD OF SECONDARY SCHOOL SPORT

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| <b>Position Title</b>                       | <b>Head of Secondary School Sport</b>  |
| <b>Reporting Manager</b>                    | Dean of Activities   |
| <b>General Description of the Position</b>  | <p>Redlands takes a holistic approach to education and values physical activity and participation in team sport as an important part of the educational journey.</p> <p>This position is a unique opportunity to lead Redlands’ extensive Years 7-12 Sport program for girls and boys. The Head of Secondary School Sport will provide leadership to, and be responsible for a team of Sports Administrators and Coaches to implement effective sporting programs throughout the Secondary School.</p> <p>The successful applicant will provide strategic direction for sport and will represent Redlands at meetings of Head of Sports in the Independent Sporting Association (ISA). Applicants must have superior organisational and communication skills, be a passionate and inspirational advocate for the benefits of school sport and have the interpersonal skills to build relationships at all levels of the Redlands community.</p>  |
| <b>Specific Duties and Responsibilities</b> | <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• Plan, co-ordinate and oversee effective sporting programs in line with the School Strategic Plan and School Values</li> <li>• Exercise leadership and development of Sport Coaches and Sports Administrators</li> <li>• Employ a cohesive and developmental approach to the delivery of Secondary School Sport</li> <li>• Lead the implementation of the strategic vision of Sport in the Secondary School</li> </ul> <p><b>Sports Program Management</b></p> <ul style="list-style-type: none"> <li>• Represent Sport on the Redlands WHS Committee</li> <li>• Responsibility for all risk management and documentation related to sport</li> <li>• Attend Year Level and Whole School Assemblies where sport related issues are involved</li> <li>• Attend Saturday and Weekday/night sport competitions and training</li> <li>• Represent Redlands at ISA Heads of Sport Meetings and ISA Carnivals</li> <li>• Represent the School at Parent Support Group (Friends of &amp; Heads of Friends of) meetings</li> <li>• Responsibility for the safe organisation of the School’s Swimming, Cross Country and Athletics Carnivals</li> <li>• Manage technological and online sport applications and processes</li> <li>• Prepare Sport budgets and monitor expenditure to avoid overspend without prior approval from the CFO</li> <li>• Ensure student representative sport pathways are accessible to Redlands’ elite sports people</li> <li>• Manage student sport selections, conduct, attendance and awards</li> <li>• Manage Wet Weather arrangements and communication</li> <li>• Ensure staff sport allocations meet the needs and standards required for development of all participants</li> </ul> |

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|  | <b>Staff Management</b> <ul style="list-style-type: none"> <li>• Management of all Secondary School sports staff</li> <li>• Work with the Directors of Coaching and Sports Administrators to recruit and induct quality coaches with relevant experience through various means</li> <li>• Oversee the mentoring of coaches across Secondary School Sports</li> <li>• Provide clear guidance and objectives to Secondary School Sports staff through mentoring, management and performance assessments</li> <li>• Consult with HR to develop and implement effective staff recruitment and staff management processes</li> <li>• Oversee the work of the Sports Administrators and Directors of Coaching of the Sports program</li> <li>• Oversee Redlands' Fitness Centre instructors and programs</li> <li>• Work with the Sports Administrators and the Directors of Coaching to coordinate and deliver school holiday offerings such as skills clinics, competitions or tours</li> <li>• Excellent leadership, quality liaison and moral guidance of the Secondary School Student Sport Captains</li> </ul> |   |
| <b>Knowledge, Experience &amp; Qualifications Requirements</b> | <b>Essential</b> <ul style="list-style-type: none"> <li>• Leadership experience in sports</li> </ul> <b>Desirable / preferable</b> <ul style="list-style-type: none"> <li>• Experience and understanding of Sport in the Independent Education sector</li> <li>• NESA registered teacher</li> </ul>  |   |
| <b>Individual Competencies</b>                                 | <ul style="list-style-type: none"> <li>• Self-motivated and driven by continuous quality improvement</li> <li>• Proactive approach and ability to problem solve and come up with new ideas</li> <li>• Capacity for, and preferably experience in, thinking at a strategic level</li> <li>• Demonstrated capacity to lead and manage a diverse team</li> <li>• Demonstrated capacity to manage resources effectively within the School's budget and accountability requirements</li> <li>• A commitment to the development of students in, and through, school sport</li> <li>• An understanding of current research about the benefits of sport, particularly with relation to physical, social and emotional development among young people</li> <li>• Proven excellent skills in attention to detail and organisation</li> <li>• Excellent interpersonal skills, able to liaise with staff, students, parents and officials in a highly professional manner</li> </ul>   |   |
| <b>Key Relationships</b>                                       | <b>Internal</b> <ul style="list-style-type: none"> <li>• Dean of Activities</li> <li>• Secondary School Students</li> <li>• Sports Coaches</li> <li>• Sports Administrators</li> <li>• Directors of Coaching</li> <li>• Friends of Parent Groups</li> <li>• Teachers</li> <li>• Head of Secondary School</li> <li>• Head of Junior School Sport</li> <li>• Dean of Administration</li> <li>• Uniform Shop</li> </ul>   | <b>External</b> <ul style="list-style-type: none"> <li>• School Sports Associations</li> <li>• Other School Sports Leaders</li> <li>• Sporting Providers</li> <li>• Grounds Managers</li> <li>• Umpires / Referees</li> </ul> |

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|                               | <ul style="list-style-type: none"> <li>Senior Campus Nurse</li> </ul>   |
| <b>Work Health and Safety</b> | The tasks and duties contained in this position description should never preclude an employee from managing and maintaining their own Work Health and Safety. The successful applicant must complete a staff induction programme prior to commencing work at Redlands.  |
| <b>Privacy</b>                | <p>Privacy protects the principle that individuals, including children and young people, have rights to their personal information. Redlands is committed to the preservation and promotion of these rights. The Privacy Act 1988 (Cth) regulates the way private sector organisations, including the School, handle and store personal information. The Privacy Act sets out a number of principles that the School must comply with when handling personal information. These principles are known as Privacy Principles and apply to personal information and sensitive information collected and held in records. The Redlands Privacy Policy outlines the ways in which we manage personal information.</p> <p>As part of this recruitment process, the School may store the personal information collected from applications, for example name and address or information contained in the online application or resumes, for up to three months. Redlands will not disclose this information to a third party without the applicant's consent.</p> |
| <b>Child Protection</b>       | <p>The successful applicant will be subject to an employment screening process with the Office of the Children's Guardian. A Working With Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.</p> <p>All staff at Redlands take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do.</p>   |
| <b>Position Title:</b>        | Head of Secondary School Sport  |
| <b>Department:</b>            | Sport   |
| <b>Reports To:</b>            | Dean of Activities  |
| <b>Prepared By:</b>           | HR & Head of Secondary School   |
| <b>Prepared Date:</b>         | September 2020  |
| <b>Approved By:</b>           | Principal   |
| <b>Approved Date:</b>         | September 2020  |