JOB DESCRIPTION

POSITION:	**Director of Sports Development**
REPORTS TO:	Headmaster
TERM OF APPOINTMENT:	Permanent
FUNCTIONAL RELATIONSHIPS WITH:	Deputy Headmaster Head of Sport Premier & Development Coaches/Managers

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Pre-eminence in boys' secondary education is at the heart of Auckland Grammar's vision. To support the achievement of this vision, it is fundamental that all people employed at Auckland Grammar School uphold and promote the integral values of the School: integrity, excellence, respect, courage, pride, commitment and humility.

Alongside these values, every member of staff plays a key role in achieving excellence. This document outlines the key objectives, tasks and competencies that are relevant to your role at Auckland Grammar.

Summary of Position

The Director of Sports Development is a middle manager who is responsible for the leadership and management of Premier and Development sporting pathways. Its key focus is on developing a culture of sporting excellence, growing the capability of the School's sports programmes, creating a quality experience that better prepares students and coaches for their future in sport and their personal lives. These areas of key focus must align with The Grammar Way.

Key Objectives

1. **Programme Development**
   To develop, implement and lead a sporting culture across tagged development and Premier pathway teams, through the creation of a Premier Sporting Programme that aligns with The Grammar Way.

2. **Leadership**
   To manage and professionally lead the Sports Department, implement policies and programmes, motivating, directing and supervising staff members reporting to this position.

3. **Personnel**
   To ensure that all members of the Sports Department perform to the best of their ability, arranging for advice, help and training where necessary.

4. **Student Achievement**
   To ensure that there are programmes and mechanisms in place to monitor player and team progress through the accurate recording of performance and feedback to coaches and in turn their players/parents.

5. **Financial Management**
   To be responsible for the day-to-day management of the Sports Departmental budget in accordance with School policies.

6. **Administration**
   To direct the day-to-day operation of the Sports Department within the policies and guidelines laid down by the Board and the Headmaster.

7. **Community Partnerships**
   To develop and foster relationships with the wider sporting community, enabling our coaches and athletes to access resources/knowledge that will aid their development.

8. **Teaching**
   To show professional leadership in classroom teaching.

Key Tasks

1. **Programme Development**
   - To lead the strategic direction of sports development programmes and set annual objectives for the programme each year
   - Align sports development programmes with The Grammar Way
   - To keep abreast of best practice sports programmes, and review internal practice regularly
   - Develop strong connections between the tagged sporting codes, with an aim of sharing best practice and building sporting excellence across codes
   - To lead formal reviews of the season with each of the tagged Premier and Development teams, assessing whether the programmes are meaningful and enhance learning and enjoyment
   - To ensure the Head of Sport and Premier/Development team coaches/managers understand and implement the aims of the programme
   - To ensure the Sports Department policies reflect the School's policies and that the Headmaster is kept informed about department plans

2. **Leadership**
   - To lead the Sports Department by example
   - To motivate the Head of Sport and Premier/Development coaches/managers to achieve their potential and in turn encourage students in their care to reach their sporting and academic potential
   - To set annual Departmental objectives that align with the School's strategic plan, in discussion with the Headmaster
   - To have a regular presence and connection with all tagged Premier sports teams and observe them training and regularly attend competitions
   - To communicate the Departmental objectives to all Sports Department members and monitor progress against the objectives
   - To provide an annual written report to the Headmaster regarding achievement of Departmental objectives
   - To delegate duties within the Sports Department and regularly communicate with the Head of Sport and Premier/Development coaches/managers
   - To attend and support Premier End of Season dinners
   - To be a representative of Auckland Grammar School and its values
3. **Personnel**
   - To meet with the Deputy Headmaster on a fortnightly basis regarding key objective areas of priority or concern

- To notify vacancies, shortlist prospective Head or Development coaches/managers and make recommendations to the Headmaster
- To supervise the performance appraisal of the Head of Sport, delegating as necessary, following up on the outcomes of the appraisal and overseeing relevant professional development
- To mentor and guide tagged Premier coaches, ensuring the culture of their code aligns with the School's philosophy and programmes
- To lead the professional development of Head coaches and Development coaches
- To conduct informative meetings for the Sports Department and Head coaches as required. Include Masters in Charge of codes at various times to ensure they are aware and supportive of the direction of sport in the School
- To develop a personnel plan relating to the future needs of the Sports Department
- To problem-solve and resolve where possible any personnel issues and report these to the Deputy Headmaster
- To contribute to the School's general policy-making and management

4. **Student Achievement**
   - To undertake an annual analysis of Premier and Development Teams' and coaches' performances and meet with the Headmaster and Deputy Headmaster to present/discuss the annual report
   - To liaise with the Student Services team over areas of mutual interest or concern
   - To make records on student progress/achievement accessible to appropriate staff
   - To aim to consistently improve standards of coaching and learning within the Sports Department and tagged Premier/Development teams
   - To engage Premier sportsmen in a mentoring programme that targets identified areas of their growth

5. **Financial Management**
   - To supervise the development of the annual Departmental budget in line with School policy
   - To implement the School's financial policies for daily financial management by supervising:
     - Sound accounting practices
     - Administering the Department's funds according to the approved budget and financial policies and priorities
     - Communicating regularly with members of the Finance Department

6. **Administration**
   - To maintain accurate records and other necessary details
   - To lead the Colours selection process annually
   - To be a member of the Prefects Selection Committee annually
   - To be a member of the Character Education Committee
   - To oversee representative badge criteria and awards
   - To maintain accurate records of applicable resources/fixed assets and monitor their condition
   - To ensure all activities of staff and students are conducted according to the School's Health and Safety policies
   - To oversee assembly reports, ensuring these meet the School's standards

7. **Community Partnerships**
   - To develop sound working relationships with like-minded organisations including College Sport Auckland, School Sport NZ, Sport NZ and organisations focused on growing coaches and developing player talent
   - Attend fixtures, events and functions to support and grow the profile and philosophy of sports development at the School

8. **Teaching**
   - To teach the required number of periods as specified by the Headmaster
   - To meet or exceed the professional standards for an experienced teacher and Management Unit holder
   - To establish effective relations with students based on mutual respect
   - To ensure an orderly, effective and challenging environment for students

9. **General**
   - To participate in educational activities outside the classroom
   - To take responsibility for other duties as may be delegated by the Headmaster from time to time

10. **Health and Safety**
   - Be aware of any potential hazards or risks to the safety of any person on the School site and/or while off-site
   - Maintain awareness and understanding of the School's Health and Safety Policy, and ensure all participating staff are aware of, and comply with, the policy
   - Work to always ensure the safety of yourself and others
   - Attempt to isolate, minimise or eliminate a hazard where observed. Where that is not possible or puts a person (including yourself) into undue danger, notify the appropriate parties

Key Competencies

Business acumen	The ability to appreciate business principles.
Commitment	Demonstrate commitment to the School and active promotion of the values of Auckland Grammar School: Integrity, Excellence, Respect, Courage, Pride, Commitment, and Humility.
Communication	The ability to listen to and understand others and to transfer thoughts, ideas and concepts effectively orally and in writing.
Decisiveness	The ability to make decisions based upon the judgement of the best option for particular situations. Reaching logical conclusions and making decisions based on the available information.
Flexibility	The ability to change and adapt to different environments and people. Is not afraid of change.
Forward thinking	The ability to think outside the existing environment and the capability of planning and implementing future strategies to take advantage of changing circumstances.
Innovation	The ability to push horizons, where improvements can be made, to find more effective mechanisms and tools.
Interpersonal relationships	The ability to build and maintain sound, professional and effective relationships with a range of colleagues and clients.
Organisation	The ability to plan, schedule and control the workload of self and others; skill in using resources in an optimal fashion and achieving targets on time.
Perceptiveness	The ability to understand the motivation and behaviour of other people.
Problem solving	The ability to consider problems in a reasoned and analytical manner, often selecting a solution from two or more viable options.

Self confidence	The ability to act with assurance in any situation and the ability to initiate contact with other people in business and social situations.
Self-motivation	The ability to work without direct guidance. Showing that work is important to personal satisfaction.
Teamwork and cooperation	The ability to willingly help others, as necessary, to achieve objectives and to work as part of a team.
Tolerance management	The ability to tolerate opposing views and maintain a stable performance under pressure and stressful situations.

Date: _____

Signed by: _____
Director of Sports Development

Signed by: _____
Headmaster