



HEAD OF PDHPE AND SPORT (PRIMARY) POSITION DESCRIPTION

POSITION TITLE: Head of Sport (Primary)

WORK AREA: Teaching

SUB SCHOOL: Kindergarten to Year 6

CLASSIFICATION: Co-ordinator 1

EMPLOYMENT TYPE: Full Time including Teaching Load (Minimum 0.8 FTE to be considered)

GENERAL DUTIES

The Head of PDHPE and Sport (Primary) is responsible for leading and managing the Primary School's PDHPE Curriculum and Co-curricular Sporting program including strategy development and the day-to-day administration and staff management associated with the running of these programs. This position is also responsible for effectively managing the maintenance, organisation and allocation of sports equipment across the Primary School. The Primary PDHPE & Sport Co-ordinator is expected to provide consistent, professional and timely advice and support to the School.

LEVEL OF AUTONOMY

The Head of PDHPE and Sport (Primary) has day to day responsibility for the areas listed below, under the supervision of the relevant senior staff listed in this document

REPORTS TO: The Principal through the Head of Primary School

TENURE: 3 Years (commencing July 2019)

SALARY AND CONDITIONS:

General terms and conditions and salary (including monetary allowances) will be in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017.

ALLOWANCES:

The Head of PDHPE and Sport (Primary) will have a time allowance of 6 periods per cycle for the length of their tenure.

HOURS OF WORK:

Hours worked for full time staff members will be 8.30 am to 4.00 pm Monday to Friday, with scheduled after school meetings going to 5.00pm and evening meetings after 7.00 pm as required.

APPRAISAL:

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities as teachers, administrators etc.

KEY AREAS OF RESPONSIBILITY:

Duties

- Lead and manage the School PDHPE & Co-curricular Sports program K-6
- Manage and lead staff to ensure a highly motivated, proactive and professional team, and ensure activities are effectively and consistently carried out
- Organise coaches and staff for all sporting events in conjunction with the Head of Primary. Ensure venue availability and booking, transport, provision of equipment
- Actively promote sport opportunities (both those offered externally and internally) to parents and students of the Primary School
- Attend assemblies and take responsibility for the dissemination of information to the student body with regard to the sport program i.e. upcoming events/ fixtures, important notices, presentation of awards
- Take a major role in the planning and organisation of the main Junior carnivals (i.e. Athletics, Swimming and Cross Country) as well as planning, implementing and overseeing the Gross Motor Program and the Swim Scheme program
- Write newsletter articles and provide information in order to update website and sport noticeboards with sport information from the Primary School
- Make recommendations to the Head of Primary and Head of T&L Primary to further improve the quality of program that is delivered across the Primary School
- Liaise closely with the Head of PDHPE Secondary and Head of Sport Secondary to ensure a consistent PDHPE and Sport Program across both schools
- Organise and distribute information about the sports program
- Effectively and efficiently, manage the overall supervision of Inter-house and Inter-school Competitions. This includes venue and bus bookings, organization of staff, officials, coaches, umpires/referees, equipment and awards, and the management of entries, fixtures and results
- Liaise with student captains to promote sports within the school
- Oversee event and meeting co-ordination
- Manage, accurately record and report on all sports results (inter-house and inter-school). Maintain all records and back-up material in a professional, complete and orderly manner. Ensure the type of record being held and period of storage meets the School's requirements
- Organise student sport selection
- Ensure the distribution, collection, collation and preparation of information relating to sports performances and awards
- Oversee the maintenance, to a high standard of all sports equipment
- Ensure all workplace health and safety matters are promptly addressed and reported in line with legislative requirements to ensure safety and welfare of all staff and students. Ensure all risk management documentation is completed for all excursions and events
- Represent the School at relevant Sports Coordinators Meetings and any other meetings and be involved in discussions involving policy, rules of sports and other relevant sporting issues. Discussions or concerns are to be raised with Head of Primary and the Head of PDHPE (Secondary) as necessary
- Provide assistance, authoritative advice, and develop internal working relationships with staff
- In conjunction with the Head of Primary manage and monitor the sports budgets, prepare budget submissions for sporting programs in the Primary School and report on expenditure and variances to budget
- Manage / Order resources for Primary School sporting programs
- Investigate and research industry trends and practices for application to the School – identifying gaps and preparing recommendations

Teaching Commitment:

- Will be required to take on a maximum teaching load of 40 periods per cycle predominately within the Primary years and extra-curricula involvement as required.

Other:

- Represent the School at Open Days, Tour Opportunities, Information Evenings and other major events as required.
- Related duties as required by the Principal, Deputy Principal, Heads of School and/or other senior staff.

KEY SELECTION CRITERIA

Abilities

- Demonstrates a strong commitment to the ethos of Christian education setting a good example of Christian living in the School and in his/her private Life, always striving for honesty and integrity
- Demonstrates high levels of personal initiative and responsibility
- Collaborative leadership style. Able to facilitate, develop and maintain working relationships with other members of the team
- Able to develop a positive rapport with staff
- Able to adapt to a new and changing environment

Skills

- Experience in teaching PDHPE and/or Sports programs
- Experience in coordinating people and programs
- Ability to communicate sensitively and confidentially
- A high degree of computer literacy
- Demonstrates the ability to work as part of a team

Carmel Spry

Principal

June 2019