

<b>Title: Director of Sports and Community Relationships</b>		
<b>Team: Sports</b>		
<b>Reports to: DP responsible for Sports</b>		
<b>Key Staff Relationships:</b> Kaiarahi, Sports Assistant, Head of PE and PE teachers		
<b>Role Purpose:</b> To increase the profile of sport and physical recreation at the school, within the school and the community and ensure a strong sporting culture is evident through participation and performance benchmarks		
<b>Key Responsibilities</b>	<b>Related Tasks</b>	<b>Outcomes/Performance Indicators</b>
A vision for sport and physical recreation is developed and clearly articulated	<p>A 3 year development plan is prepared and translated into a yearly operational plan</p> <p>All sporting programmes will clearly contribute to the schools ethos and culture and reflect, link with feeder schools sporting programmes and enhance sporting growth across the age groups</p>	<p>A strategic plan is written and self review process are evident</p> <p>Goals and objectives of the annual operation plan are achieved and reported upon</p> <p>School programmes reflect the School Values and contribute to the vision of 'Connected learners and Confident Citizens'</p> <p>Board reports are written and presented when requested</p>
Lead, develop ,manage and enhance the school's physical recreation programmes	<p>Regular organised sports are available to interested students</p> <p>Supervised recreational activities are provided for interested students</p> <p>Sports exchanges are effectively administered</p> <p>the inter-house and school sport and physical recreation programme are promoted and well organised</p> <p>good communication and exchange of information processes are used to enable effective and on-going planning and sporting/recreation activities and the school sports profile is strong</p>	<p>A School sporting calendar is published and communicated to interested stakeholders in a timely and efficient manner</p> <p>Media is used effectively to profile sporting activities:</p> <ul style="list-style-type: none"> <li>• Social Media sites</li> <li>• Opotiki News</li> <li>• Radio stations</li> <li>• Other appropriate channels</li> </ul> <p>Kaiarahi feel supported with the delivery of Inter-House competitions</p> <p>Sporting events are well organised and are positive experiences for students and staff participating</p> <p>A range of sporting /recreational activities are available and records of participation are kept</p>

<p>Establish and maintain links with community sports and physical recreation clubs and sporting agencies</p>	<ul style="list-style-type: none"> <li>• Establish effective liaison with the Sport Bay of Plenty Regional Sport Director</li> <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> <li>• Effective partnerships formed with local and physical recreation clubs/organisations in accessing services and or resources.</li> <li>• Promote school facilities and resources for use by community groups</li> </ul>	<p>Attend meetings regularly</p> <p>A calendar is maintained and opportunities for students to participate in regional competitions are available and pursued</p> <p>Good relationships focussed on increasing student participation and performance exist between Local Clubs and community organisations</p> <p>School facilities are accessed appropriately by community/sporting groups</p>
<p>Human and Physical Resource Management</p>	<p>Provide all school sports and physical recreation teams and groups with qualified support personnel</p> <p>Oversee the work of the Sports Assistant and do annual appraisal</p> <p>Maintain and monitor a high standard of student appearance and behaviour</p> <p>Establish and oversee the system for storage, maintenance, issue and return of school sport and physical recreation uniforms</p> <p>Oversee the sports budget</p>	<p>All teams are supported with appropriate staff ie Coaches, Manager</p> <p>Coaches and managers are supported through clear communications and established expectations</p> <p>An accurate inventory of sport and physical recreation uniforms is maintained</p> <p>Good systems and processes exist for the storage and use of uniforms and equipment</p> <p>Budget is well managed and school financial management systems are followed</p>
<p>Seek out opportunities for sponsorship, grants and funding opportunities to support the growth, development and delivery of a range of sporting opportunities</p>	<p>Gain knowledge and understanding of opportunities available that will provide additional resources to support growth in the sporting area</p>	<p>Grant applications are submitted and reporting requirements met when gained</p> <p>Attend meetings when requested</p>
<p>Subject Teacher</p>	<p>Teach classes as negotiated with the Principal</p>	<p>Appraisal demonstrates appropriate performance</p> <p>Teacher registration is maintained</p>

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