



# CAMBERWELL

## GRAMMAR SCHOOL

### **POSITION DESCRIPTION**

**DIRECTOR OF SPORT / PHYSICAL EDUCATION –  
JUNIOR SCHOOL (ACTING)**

## CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

<b>Position:</b>	Director of Sport / Physical Education – Junior School <b>(Acting)</b>
<b>Reports to:</b>	Head of Junior School
<b>Type of position:</b>	Full time - Fixed Term Contract (17 July until 8 December 2017)
<b>Date prepared:</b>	March 2017

### SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”.

### CGS VALUES

*Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability*

### POSITION OVERVIEW

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The successful applicant will be employed as the Acting Junior School Director of Sport / Physical Education (ADSPE) in the school to support and enrich the curriculum and encourage a love of physical activity enabling the students to see themselves as successful participants. The role will also cater for the PE needs of all students Pre-Prep to Grade 6, represent the Junior School PE department in all curriculum matters and lead all Junior School sports programs.

They will foster cooperation and communication between PE staff, teachers, parents and students and manage the Junior school sporting teams program.

#### Key Responsibilities

- Be responsible for providing an engaging, relevant and educationally rewarding program of sport and physical education for all Pre Prep to Year 6 students.
- Work collaboratively with all staff and, in particular, supervise and work with the CGS Junior School AFL Trainee
- Be responsible for general classroom management where required, including behaviour management, pastoral care, effective communication, and academic and administrative record keeping, including the writing of Second Semester reports
- Be actively involved in ongoing professional development that is part of the Junior School staff development program
- Participate in, and assume responsibility for, additional activities and roles that are invariably involved with teaching in a primary school (e.g. staff meetings, yard duties, school concerts, curriculum and policy development, organising special days)
- Maintain and look for opportunities to strengthen the partnership between school and home

- Provide opportunities for students to develop competence in using a range of physical education equipment as it relates to the respective teaching and learning programs; and involve themselves in the wider life of the Camberwell Grammar School community.

#### **Management of sport:**

- Coordinate and oversee all school sporting activities including: AGSV (Associated Grammar Schools), SYDSA (South Yarra District) and CGS House carnivals and clinics
- Attend AGSV Junior School and SYDSA sports association meetings
- Manage and coordinate Term 2 winter sports programs including training and organised fixtures
- Communicate with staff, administration, students and families to facilitate team sports participation, including transport, duty of care, preparation and follow-up reports
- Coordinate all matters concerning the school's swimming, cross country and athletics squads
- Maintain all sports equipment and supplies and ensure a well-equipped and organised sports' store

#### **Operational relationships:**

Physical Education:

- Be responsible to the Head of Junior School for carrying out the functions and responsibilities outlined in this Position Description
- Be responsible to the JS Deputy Head of Curriculum for all curriculum matters including administration for day to day issues and all PE related Carnivals/Events
- Work closely and cooperatively with all other teachers.

#### **Review and accountability:**

- The Head of Junior School will monitor the progress of the Acting Director of Junior School Sport / Physical Education and provide feedback as appropriate.
- The Director of Junior School Sport / Physical Education will be responsible for providing evidence of accountability to a flexible and changing timetable of roles within the school.

#### **Inspiring Leadership and People Management**

The Acting Junior School Director of Sport / Physical Education at Camberwell Grammar School will:

- Advocate the need for students to be physically active;
- Expose students to a range of activities;
- Develop strategies to foster a love of sport and activity for leisure;
- Demonstrate practices that reflect current educational directions;
- Sustain a high level of professional knowledge;
- Develop and document PE policies, set goals and objectives and evaluate according to changing school needs.
- Lead, manage and mentor your team to achieve team goals and School objectives
- Provide feedback, support and coaching to help your team 'shine' in their roles and achieve performance expectations

- Provide clear direction and communicate regularly with your team (clarity of vision, purpose, measures of success)
- Complete performance reviews and ensure development plans are in place for all direct reports
- Demonstrate strong leadership behaviours to your team to ensure buy-in and ownership around team goals and success

### **Other Duties**

- Perform various other duties as required

## **KEY RELATIONSHIPS & AUTHORITY**

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### **Internal**

- Head of Junior School
- Headmaster
- Junior School Deputy Head
- Teaching Staff
- Students

### **External**

- Parents
- Sporting bodies
- Other schools
- Sporting Clubs
- Grammarian Clubs

### **Direct Reports**

- Junior School AFL Trainee
- PE Staff

### **Expenditure Authority**

- Authority to incur School expenditure in line with approved authority limits

## **POSITION REQUIREMENTS**

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### **Knowledge & Skills**

- Extensive experience in the role of a sports administrator overseeing the development, implementation and evaluation of sports programs
- Proven success in developing the sports skills and experiences of students in an educational setting (primary)
- Excellent communication, leadership and motivational skills and proven capacity to manage and coordinate multi-disciplinary teams
- Proven success coordinating and managing the performance of coaching and related staff
- Knowledge and understanding of adolescent development, behaviour and associated issues of nutrition and wellbeing

- Sound financial skills and previous experience managing significant budgets
- A strong personal interest and background in the teaching and administration of sport
- Excellent organisational skills
- A personal capacity to relate well to a wide range of people; students, parents, colleagues and others
- A strong commitment to and understanding of the importance of sport, both competitive and recreational, in the development and liberal education of secondary school students
- Excellent coaching experience, preferably across a number of sports

### **Qualifications**

- Tertiary qualifications in sports management or related disciplines and/or extensive experience within the field.
- Fully qualified Teacher in Victoria
- Working with Children Check

### **Competencies, Behaviors & Attributes**

- Ability to take initiative and demonstrate flexibility
- Ability to work as part of a team
- A can do attitude
- Details oriented and hands-on problem solver
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

### **Child Safe Standards**

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

## Declaration

I, \_\_\_\_\_ (full name) acknowledge that I have read and understand the **Director of Sport / Physical Education – Junior School (Acting)** POSITION

DESCRIPTION

**Employee Name (print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Position Description is approved by:

**Manager Name (print):** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Manager Name (print):** \_\_\_\_\_

**HR Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_