

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Director of Sport Permanent, full-time position (40 hours a week, 52 weeks including 4 weeks' annual leave)
Responsible to:	Deputy Principal
Direct involvement with:	Sport Coordinators, PE Staff, TICs sport, coaches, students involved in sport, support staff including the property manager
Primary responsibility:	To contribute to the development of a co-curricular learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of Sport

Key Tasks: Leading the Sports Department and the profile of Sport in the school, aiming to improve the quality and extend the scope of existing sports by:

- Managing administrative tasks generated by the large numbers of teams entered in a large number of codes in interschool sport, including EOTC and RAM forms for sporting activities
- Working with teachers in charge of codes to help ensure the smooth running of sport within the school
- Co-ordinating the running of sport with a number of students, staff, school, and the community
- Observing and encouraging the observance of a code of behaviour consistent with Fair Play and the school values
- Producing and evaluating information and material on the use of facilities (school and community); inter-school visits; major Sport events including Athletics and Swimming Sports and the Sports Dinner
- Leading and managing major school Sport events such as Athletics and Swimming Sports and the Sports Dinner
- Overseeing administrative work for Sports Colours and YSPOTY Awards
- Close liaison with College Sport and Sport Auckland

Key Skills: A passion for sport, with strong teamwork and communication skills suitable to lead the busy and dynamic Sports team in order to provide students with excellent sports experiences.

The successful applicant should be:

- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles to maintain positive relationships with students, parents, teachers, coaches, and managers
- Passionate about sport
- Committed to providing effective leadership and support for Sport staff, TICs, coaches, managers, parents, and students involved in sport
- Able to maintain positive relationships with students, parents, teachers, coaches, and managers
- Able to lead a team and communicate effectively with a variety of audiences
- Self-starting and take initiative
- Competent in Microsoft Office and Google Drive
- Experienced in setting and following budgets
- Organised and possess good time-management skills
- Experienced in co-ordinating big events (Athletics Day, Sports Dinner, etc)