



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga ō Mahi

POSITION DESCRIPTION

Director of Sport

Reports to	The Principal Tumuaiki Deputy Principal (Pastoral) – Line Manager
Functional Relationships	Principal and Senior Leadership Team Sport and Recreation Coordinator Director of Learning Area: Physical Education and Health Teachers in Charge of Sport and Activities Sports Coordinators and Code Leaders Sports Council and student sports leaders Coaches, managers, referees and officials Christchurch Girls' High School Te Kura o Hine Waiora sports clubs School staff, Students and whānau School Sport Canterbury Regional and national sporting organisations Community sports clubs and organisations Sponsors, providers and community partners
Position details	Permanent, Full-Time with flexibility required to meet the operational demands of school sport. The role will require attendance at selected sporting events, tournaments, meetings and school activities outside normal school teaching hours, including some evenings and weekends. This is a 52 week position with some work during term breaks required for planning, administration, tournament preparation and other responsibilities associated with the position.

Responsibilities

As a key member of our staff, the Director of Sport will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The Director of Sport will be an inspirational leader who is passionate about the transformative power of sport and physical recreation in girls' education. This pivotal leadership position is responsible for providing strategic direction for sport and physical recreation at Christchurch Girls' High School | Te Kura o Hine Waiora, ensuring high-quality sporting, physical recreation, and Education Outside the Classroom (EOTC) opportunities that enrich the educational journey of every student.

Leading, managing and delivering a diverse programme of participation, development, and performance pathways, the Director of Sport will work collaboratively with staff, coaches, students, whānau, regional sporting organisations, and the

wider community. They will oversee the effective coordination of people, resources, and budgets, ensuring that all sporting and physical recreation activities are delivered safely, efficiently, and to a high standard.

Central to this role is fostering a culture of participation, belonging, physical, emotional, and social development, and personal excellence. The Director of Sport will create an environment where health, safety, and wellbeing are paramount, and where every student is empowered to thrive, develop confidence and resilience, and achieve their full potential through sport and physical recreation

This could be a teaching or non-teaching position. For a qualified teacher there could be Health or Physical Education teaching hours available.

Personal Attributes | Kā Āhuatanga Whaiaro

- Passionate advocate for the value of sport and physical recreation in girls' education
- Inspirational leader who motivates and empowers students, staff, and coaches
- Committed to fostering an inclusive culture where every student feels a sense of belonging
- Strong relationship builder with excellent communication and interpersonal skills
- Student-centred, with a genuine commitment to student wellbeing, growth, and success.
- Organised and proactive, with strong attention to detail and follow through and the ability to manage multiple priorities effectively
- Strategic thinker who identifies opportunities for innovation and continuous improvement.
- Collaborative team player who works effectively with staff, whānau, and community partners
- Resilient and adaptable, with a solution-focused approach to challenges.
- Professional role model who demonstrates integrity, accountability, and high ethical standards.

Primary Objectives | Whāinga

The Director of Sport will be responsible for:

- Providing strategic direction and leading the development, promotion, management, and evaluation of the school's sport and physical recreation programmes
 - Fostering a strong, inclusive, and aspirational sporting culture that empowers young women to participate, compete, lead, and excel
 - Increasing and sustaining student participation, engagement, wellbeing, and achievement in sport and physical recreation across all levels of involvement
 - Developing and strengthening pathways that support both participation and performance, ensuring all students have opportunities to experience success and personal growth through sport
 - Building and maintaining positive relationships with students, staff, whānau, coaches, alumni, community sporting organisations, and key partners to enhance opportunities and outcomes for students
 - Leading the promotion of sport within the school and wider community, celebrating participation, achievement, leadership, and excellence
 - Creating and contributing to a positive, collaborative, and professional working environment that reflects and strengthens the culture of the school.
 - Acting as a visible advocate for Christchurch Girls' High School | Te Kura o Hine Waiora and its ākonga, ensuring the school's vision, values, and commitment to girls' education are reflected in all aspects of the sporting programme.
 - Communicating effectively with all stakeholders through clear, timely, accurate, and professional verbal and written communication.
 - Ensuring that the health, safety, and wellbeing of students, staff, coaches, and volunteers remain a priority in all sporting activities and environments.
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Key Accountabilities | Ngā Takohanga

Professional Leadership	
Key Objectives	Expected Outcomes
- Develop and articulate a clear vision, strategic and annual plan for sport and physical recreation at CGHS TKoHW which ensures programmes contribute to the school's vision, values and strategic priorities. - Provide strategic advice to the Principal and Senior Leadership Team and maintain regular contact - Focus on growing sports and the performance of those sports ensuring that the school remains competitive in all sporting codes - Champion a sporting culture of fair play, in which participation and excellence sit alongside one another. - Regularly review participation, achievement and student voice data to inform future planning. - Ensure the long-term wellbeing and development of students remains central to sporting decision-making - Prepare an annual report on the sporting programme and provide regular strategic updates.	- A clear and aspirational vision with; and a 3–5-year strategic development plan which informs the growth of sport. - The vision and strategic plan are supported by annual goals which are monitored and reviewed. - Sport makes a positive contribution to the school's culture, values and student experience. - A consistent, coordinated approach to sport and physical recreation; emerging opportunities, risks and priorities are identified and communicated. - Students experience sport as a pathway for enjoyment, belonging, confidence, resilience, leadership, teamwork, personal excellence and competitive success. - Participation and performance are monitored; barriers and opportunities are identified; planning responds to student interest, need and evidence. - Sporting commitments are balanced with academic and wellbeing priorities, with appropriate support for sustainable participation, injury prevention and recovery. - Annual reporting and regular updates are provided to the Board and/or Principal as required.
Sports Management and Administration	
Key Objectives	Expected Outcomes
- Oversee the work carried out by the Sport Coordinator. - Liaise regularly with TICs, Sports Coordinators, Code Leaders, coaches and managers. - Coordinate the Sports Council and student sports leaders. - Promote and publicise opportunities available within the school sport and physical recreation programme. - Coordinate sporting calendars, fixtures, trials, registrations and key sporting opportunities. - Coordinate team entries, registrations and sports fees, including relevant school systems. - Oversee major sporting events, including Athletics Sports, Swimming Sports, Cross Country, Inter-house competitions, Tournament Week, regional and national competitions and sports awards. - Oversee sporting tours, tournaments, exchanges and other sporting financial implications and logistics including travel and accommodation. - Organise student achievement recognition and awards, including Colours for Sport. - Promote and encourage student participation in coaching, refereeing, officiating, leadership and other sport-related courses. - Promote and uphold school policies, practices, protocols, Fair Play principles, and consistent	- Expectations of the role are clear and tasks are completed effectively. - A consistent and coordinated approach to the organisation of sport is maintained, with regular interchange of up-to-date information. - Sports Council is established each year; senior students participate in the organisation and development of sport and take initiative to enhance opportunities at CGHS TKoHW. - Events are well organised, appropriately staffed, safe, inclusive, financially responsible and positive experiences for students, staff and whānau. - All students, including new students, are aware of opportunities; student interest is surveyed and new activities are planned where there is sufficient interest or need. - Sporting opportunities and key dates are planned and communicated effectively; codes are appropriately represented in competitions and events. - School teams are entered in relevant competitions and events; registrations and fees are completed accurately; participation data is maintained in KAMAR and relevant systems. - Events are well organised, appropriately staffed, safe, inclusive, financially responsible and are positive experiences for students, staff and whānau.

branding, including school values, sports uniforms, leadership standards, and guidance for coaches and managers, while establishing clear expectations for behaviour and representation	• Planning, approvals, staffing, supervision, permissions, EOTC /risk documentation, communication and financial arrangements are completed appropriately. • Individual and team achievements are recognised through appropriate school processes; Colours and end-of-year sports awards are coordinated. • Students are made aware of development opportunities and pathways that build capability and leadership through sport. • School sporting programmes consistently reflect school values, policies, protocols, and Fair Play principles, with students, staff, coaches, and managers demonstrating positive behaviour, strong representation, and a clear, unified school identity.
Communication	
Key Objectives	Expected Outcomes
• Ensure effective communication channels within the school including systems such as KAMAR, SchoolBridge, and social media and the sports website. • Ensure information is passed on to TICs, coaches, managers, clubs and student sports leaders and inform the Deputy Principal, Director of Boarding and boarding staff of all sporting fixtures and practices. • Maintain appropriate school sporting communication platforms, noticeboards and digital information. • Collect, collate and record results and achievements of school teams and individuals. • Establish and maintain good working relationships with School Sport Canterbury and relevant sporting organisations. • Ensure accurate and effective communication with parents, whānau and the wider community. • Prepare and present an annual report to the Board.	• Current, accurate information about sport and physical recreation opportunities is available to students, whānau and staff; correspondence is distributed, filed and responded to appropriately. • Sporting personnel receive timely and relevant information to enable effective delivery of programmes, fixtures and events, and Deputy Principal (Pastoral), Director of Boarding and boarding staff are informed • Sports information is accessible, current and easy to locate. • Results and achievements are submitted and communicated through assemblies, newsletters, school publications and appropriate media; relevant award nominations are made. • Information about events and programmes is current and relevant, and external services are used to improve delivery of sport and physical recreation. • Students and whānau receive accurate information in a timely manner; concerns and complaints are responded to promptly and professionally. • A clear annual report is presented and accepted through the school's established reporting processes.
Human and Physical Resource Management	
Key Objectives	Expected Outcomes
• Provide all school sport and recreation teams and groups with appropriate support personnel. • Recruit, appoint, induct and support coaches, managers and officials as required. • Recognise and acknowledge the contribution of coaches, managers, officials and volunteers. • Ensure coaches/ student coaches and volunteers are familiar with and adhere to the Code of Conduct for Coaches and Volunteers. • Address concerns relating to coaching, management or sporting personnel promptly and appropriately.	• TICs are in place for sports and activities; teams have appropriate coaches and managers; referees and officials are assigned where required. • Sporting personnel understand their roles, expectations and accountabilities and have access to appropriate professional learning and development. • The contribution of sporting personnel is valued and appropriately recognised. • Coaches/student coaches and volunteers uphold the values of Manaakitanga, Whanaungatanga, Aroha and Rangatiratanga and contribute to a safe, inclusive and positive sporting environment.

- Maintain a high standard of appearance, behaviour and pride in representing CGHS TKoHW. - Participate in performance appraisals, personal and professional development in line with the school's needs and identified personal and professional objectives. - Prepare and monitor the sports budget in consultation with the Business Manager and oversee purchasing of equipment and uniforms. - Establish and administer systems for storage, maintenance, issue and return of equipment and uniforms. - Work with Property and Grounds staff to identify facility requirements and opportunities to improve sporting infrastructure	- Concerns are managed professionally, fairly and consistently through established school processes. - Guidelines for appropriate sports uniforms and behaviour are understood and followed; students represent CGHS TKoHW positively. - Professional growth and a focus on ongoing improvement is evidenced - Sports budget is managed efficiently, expenditure aligns with priorities and all codes are considered fairly in resource allocation. - Equipment is safe and fit for purpose; repair, maintenance and replacement are managed effectively; relationships with providers are maintained. - Facilities support the sporting programme, and external facilities are accessed where required.
Financial Assets	
Effectively and efficiently uses available financial resources and assets, within delegated areas of authority	
Health and Safety, and Compliance	
Key Objectives	Expected Outcomes
- Demonstrate a commitment to health & safety related policies and procedures to ensure a safe and positive working environment and the safety of all involved in the sport and recreation programme. - Maintain accurate and up-to-date records in accordance with school policies, EOTC requirements and relevant legislation. - Ensure all personnel involved in sport and physical recreation meet compliance requirements, including police vetting, first aid, driver's licences, coach declarations, and induction processes. - Promote appropriate injury prevention, injury management and concussion-management practices.	- Health & safety related policies and procedure are adhered to by all involved in sport and physical recreation - EOTC and other risk-management documentation are completed as required; permissions are obtained; accidents, injuries and incidents are reported; travelling teams have appropriate supervision and safety arrangements. - TICs, coaches and managers understand relevant procedures and students are supported to participate safely and sustainably.
Facilities Management	
Key Objectives	Expected Outcomes
- Coordinate the scheduling and use of school sports facilities, liaising with Director of Learning Area Health and Physical Education, the Business Manager and caretaker. - Work collaboratively with the Business Manager and caretaker to ensure facilities are safe, secure, well-maintained, and fit for purpose - Promote school facilities for use by community groups where appropriate and liaise with external users and community groups as required.	- Ensure scheduling of facilities supports the needs of the school first but provides opportunities for the wider community to use it where appropriate - Facilities are safe, secure, well-maintained, and fit for purpose - Facility use by outside groups is encouraged where it provides mutual benefit, including potential access to coaches, floor controllers, referees and other sporting expertise.
Wider School and Community Involvement	
Key Objectives	Expected Outcomes
- Establish and maintain links with community sports and physical recreation clubs and organisations. - Seek opportunities in the community for students who are unable to be catered for within the school programme.	- Positive relationships are established with local clubs and organisations, creating additional opportunities for CGHS TKoHW students. - Students have access to appropriate sporting and physical recreation opportunities beyond the school where needed.

- Utilise outside volunteers, specialist coaches and professionals where necessary. Ensuring they are police-vetted - Develop relationships with regional and national sporting organisations and high-performance providers. - Develop relationships with tertiary institutions, sporting trusts, sponsors and community partners.	- Students and teams have access to appropriate expertise and development opportunities. - Students competing at Canterbury, regional, national and international levels can access appropriate development and performance pathways. - Partnerships support participation, development, performance and reduced barriers to involvement.
Marketing, Fundraising and Promotion	
Key Objectives	Expected Outcomes
- Promote the positive benefits of participation in sport and physical recreation within the school and wider community. - Promote student and team achievements. - Provide regular sports news and coordinate sporting photographs and records. - Submit nominations for local, regional and national sporting awards where relevant. - Organise guest speakers, role models and other promotional opportunities where appropriate. - Identify and coordinate fundraising opportunities for sporting individuals and teams. - Develop sponsorship opportunities in line with school expectations.	- Sport is recognised as an important part of the holistic development of young women and participation opportunities are actively promoted. - Regular recognition occurs through assemblies, newsletters, school publications, digital platforms and appropriate media. - The sporting profile and achievements of CGHS TKoHW are accurately and positively represented. - Appropriate individual and team achievements are recognised beyond the school. - Students are exposed to positive sporting role models and pathways. - Appropriate fundraising avenues are available to teams and individuals requiring assistance. - Sponsorship opportunities are developed in accordance with school expectations and support the sporting programme.
Te Tiriti o Waitangi partnership	
Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand	
- Specifically, and effectively address the educational aspirations for Māori learners, displaying high expectations for their learning so Māori achieve educational success as Māori - Demonstrate respect for the histories, heritages languages and cultures of both partners to the Treaty of Waitangi/Te Tiriti o Waitangi - Practice and develop the use of te reo Māori me ngā tikanga	
Staff Expectations	
All staff are expected to: - Always conduct themselves with professionalism and adhere to the school policies and procedures - Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community	
General	
Undertake specific responsibilities and duties at the discretion of the Principal Tumuaki.	

Director of Sport

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____